

## Early Learning Centre Glen Morris & OISE Sites Parents Advisory Committee

### Mandate

The purpose of the Parents Advisory Committee is to provide advice to the management staff on program policies, services and initiatives provided by the Early Learning Centre (ELC).

### Terms of Reference for the Committee

- To assist in identifying new programs and initiatives for the ELC.
- To provide advice on program development, the implementation of services, and the annual budget development.
- To participate in program review and assist in identifying future directions and potential areas for growth.
- To comment on the implementation of current program policy, and make suggestions for improvement and/or policy revision.
- To make recommendations with respect to research.
- To plan and assist with fundraising.
- To facilitate communication between parents and the ELC management staff.

Parents Advisory Committee meetings are open meetings, and all interested ELC community members (family members and staff) are invited to attend and participate in discussions.

### Membership

The following will be members of the Parents Advisory Committee:

Parent Representatives<sup>1</sup> (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

One member of the teaching staff<sup>2</sup>

Ex-Officio - ELC Manager<sup>3</sup>

Ex-Officio - ELC Supervisor

Ex-Officio - Director, Family Programs & Services

Ex-Officio- Designate from the Office of the Vice-President Human Resources & Equity

Business Coordinator (meeting notes)

### **Notes on Membership**

<sup>1</sup> Parent representatives will volunteer to represent the classroom in which their child is enrolled. Efforts will be made to have representatives selected to include at least one from each of the faculty, staff, student and community parent groups. 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 (Updated June 2011). An employee of the ELC who has their own child enrolled in the centre is not eligible to be selected as parent or staff representative on this committee.

<sup>2</sup> The teaching staff representative is selected by the ELC program staff, and the Supervisor representative is appointed by the Manager.

<sup>3</sup> The Manager will chair the Advisory Committee meetings and act as resource to the committee members. She / he will provide information with regards to policy and program development, and on best practice approaches for early learning and care services, while maintaining adherence to the Ontario Day Nurseries Act, Toronto Children's Services Operating Criteria, and the University's Policy on Child Care Programs. The Manager will follow up on outstanding agenda items and requests from the committee for relevant information within a mutually negotiated time frame.

### **Length of Membership Term**

All parent representatives and the teaching staff representative are asked to serve a two year term. Vacancies will be filled as required if a representative resigns from the committee prior to their term ending, or if a representative is absent for two meetings.

### **Meeting Schedule**

The Manager is responsible for convening quarterly meetings in January, April, June and October. 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.

### **Meetings Notes**

The Business Coordinator will record quarterly meeting notes and file a copy of the notes in the office at the Glen Morris site. In addition, meeting notes are posted on the ELC website at [www.elc.utoronto.ca](http://www.elc.utoronto.ca) under *Enrolled Families - PAC Info*, and on the PAC bulletin board at both sites.

### **Working Groups**

The Advisory Committee may establish ad hoc Working Groups to address specific issues. The Working Groups participants will be determined by the Advisory Committee, and should also include individual members of the ELC community who wish to serve as a resource or provide relevant expertise. Working Groups will meet as necessary in order to complete assigned tasks.

The Committee may also invite University of Toronto faculty or staff with relevant expertise to serve as a resource, as and when appropriate.

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