

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, as and when appropriate
- 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 Classroom Representatives (PCR)¹

Each classroom (8 classrooms at the GM site and 2 classrooms at the OISE site) will have a parent assigned the role of PCR. Co-parent representative is also an option should this work better in some classrooms. (Updated January 2015)

One parent representing Special Needs Children

One parent representing Student Parents

One member of the teaching staff²

Management Staff: ELC Manager³, Supervisor (meeting notes), and
Director Family Programs & Services

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

Notes on Membership

¹ Parent Classroom 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 PCR may also volunteer to be the representative for Special Needs Children, or the representative for Student Parents, as and when appropriate. 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. (For more details refer to section: PCR Role)

² The teaching staff representative is selected by the ELC program staff.

³ The Manager will chair the Advisory Committee meetings and act as resource to the committee members. The Manager 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 *Child Care and Early Years Act, 2014* (CCEYA); Toronto Children's Services Assessment for Quality Improvement (AQI), 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 PCRs 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 three meetings per academic year (Fall, Winter and Spring). 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 Supervisor will record 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 PAC bulletin board at both sites.

Working Groups

The Advisory Committee may establish ad hoc Working Groups to work on special projects or to address specific issues. Working Groups will meet as necessary in order to complete assigned tasks.

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. The Committee may also invite University of Toronto faculty or staff with relevant expertise to serve as a resource, as and when appropriate. Who will chair a Working Group and what support management and teaching staff will provide will be determined with each Working Group.

Parent Classroom Representative (PCR) role: (Updated January 2015)

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

Assist with facilitating way finding for new parents – who, what, when and how to get answers to commonly asked questions or issues. (Refer to ELC Parent Manual Section: Communication)

Attend Centre wide functions and classroom orientation sessions for new and existing parents, welcome new parents, and answer parent related questions if applicable.

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

Teachers will introduce new parents to their PCR as part of the classroom orientation.

Each PCR 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.

The ELC Manager will email to the ELC community notice of meeting date 2 weeks prior to meeting; then email to PCRs request for agenda items.

PCRs will contribute agenda items for discussion at PAC meetings based on themes or questions that have arisen during their individual discussions with parents. PCRs who request agenda items need to be present at meetings so they can speak about the issue.

