Department: Governance	Effective Date: 6/10/2021	Procedure Number: 6742
Regulation Number: 1301.4	Regulation Topic: Parent Committees	Procedure Title: Parent Committee Meetings Procedures:
Version: 1:2014		Version Date: 6/10/2021

Tier 1&2 Direct Service Providers will develop procedures for establishing and implementing Parent Committees. These procedures will include the following elements:

- Procedures to ensure that a Parent Committee that is comprised exclusively of parents of currently enrolled children as early in the program year as possible
- The committee must be established at the center level for center-based programs and at the local level for other program options.
- When a program operated more than one option, parents may choose to have a separate committee for each option or combine membership.
- Procedures for the election of two members of the Policy Council to serve on the MARC Head Start Policy Council. One will serve as a Representative and one will serve as an Alternate.
- Members will advise staff in developing and implementing local program policies, activities, and services to ensure they meet the need of children and families
- A meeting calendar that outlines how, when and what information will be shared on the topics below:
    a. Parent education activities
    b. Recruitment and screening of Early Head Start and Head Start employees.
    c. Ongoing monitoring data that reflects program's progress toward goals and objectives
    d. Methods for communication with the MARC Policy Council (Includes information received from Policy Council meetings as well as information to be provided to the Policy Council) and Policy Committee in Tier 3 programs.
- A method for recording meeting minutes and documenting parent involvement in decision making.