

PIC Parent Involvement Committee: Charter 2017-2018

Committee Chair: Erica Zimmer, erica1651@gmail.com

PIC Staff Member: Grace Piana (Enrollment Coordinator): gpiana@parentinfantcenter.org

Mission: Motivate parents to be involved in the life and direction of the center; provide opportunities for parents to participate; and educate parents about the benefits of involvement. Build a strong community of families at PIC by promoting social activities and collaborative volunteering, including committee work. Provide oversight of the room parent system.

Goals and Timeline for 2017-2018

- Foster networking among parents
- Organize community building activities (e.g. Winter Potlucks, Board Beer & Pizza event and Summer Kindergarten Play Date)
- Support parent involvement in center-wide fundraisers and other events (ArtStart, Plant Sale, Beer & Pizza with Board, Semi-Annual Room Parent Meeting. Day of Play and legislative/advocacy work.) Brainstorm new ways to engage parents in these events
- Promote connectedness and involvement among new parents by helping with new parent orientations and mentor if needed
- Promote and communicate the benefits of volunteering, including PPP, committee participation, classroom involvement and fundraisers
- Leverage PIC website to promote involvement, inform parents of specific volunteer opportunities and thank parents for their participation
- Continue oversight and monitoring of room parent system, including updates to RP Guide
- Continued work with the PPP task force
- Revamp room parent program and explore ideas for improvement
- Promoting and helping with roll out of new PPP program. This includes making a PPP guide/handbook and helping with marketing
- Recruit 2 new members to the Parent Involvement Committee
- Write holiday letter to parents

Meeting Schedule

Bi- monthly meetings held on Mondays or Tuesdays from 5:45-7:00 PM. Child care, light supper and PPP provided.

Tentative Meeting Schedule for 2017-18:

- September 11, 2017
- November 6, 2017
- January 8, 2017
- March 12, 2018
- May 21, 2018
- July 16, 2018

Work Load

Total time commitment: approximately 1-4 hours each month, with larger time commitments occurring prior to planned community-building events.

Staff Support Required

- Participation at Parent Involvement Committee meetings
- Email reminders of meetings, follow-up actions, copying of minutes, agenda, etc.
- Support for planned events, including center-wide promotion of events, ensuring staffing and childcare requirements at events, help with set-up and clean-up

Examples of Recent Committee Member Activities

- Coordinated RSVPs for a community-building event
- Created a flyer advertising a social activity
- Attended and supported the Room Parent information session
- Updated the Room Parent handbook
- Wrote holiday donation letter to parents
- Attend, organize and facilitate Kindergarten Play Date
- Participation and leadership of PPP task force
- Writing of letter to After-School parents about participation and PPP

Committee Members

Enthusiastic individuals interested in helping to promote parent involvement in the life of the center.

No experience needed!