



Parent Advisory Council

Purpose

The Parent Advisory Council (PAC) aims to foster collaboration between parents and the preschool, ensuring that the voices of families are heard

and enhancing the overall educational experience for children at the EEC.

Council Structure

- **Composition:** The PAC will consist of parent volunteers, teachers, and the EEC Director.
- **Term Length:** Members will serve a term of one academic year, with the possibility of renewal.
- **Meeting Frequency:** The council will meet monthly, with additional meetings scheduled as needed.

General Responsibilities

Representation: Act as a liaison between PAC and assigned classroom.

- **Feedback:** Gather and present parent feedback to the EEC Administrative Team on topics provided and on other programs, and activities.
- **Support:** Assist in organizing events and activities that promote family engagement.

Specific Duties

- **Agenda Setting:** Collaboratively develop meeting agendas to address current issues and topics relevant to parents and the EEC.
- **Communication:** Disseminate information to parents regarding PAC initiatives, upcoming events, and meeting notes.
- **Event Planning:** Plan and execute family-oriented events, such as workshops, social gatherings, and fundraising activities.

Meeting Procedures

Scheduling

- Meetings will be scheduled at a time that accommodates the majority of parents, with advance notice provided through Brightwheel communication.

Agenda Distribution

- The agenda will be distributed at least one week prior to the meeting. Members may suggest agenda items in advance.

Minutes

- Minutes will be taken during each meeting and distributed to all members and parents afterward to ensure transparency.

Decision-Making Process

- Decisions will be made through consensus whenever possible. If a vote is necessary, a simple majority will suffice.

Membership Guidelines

Eligibility

- All parents or guardians of children enrolled at the Early Enrichment Center are eligible to join the PAC.

Code of Conduct

- Members are expected to maintain respectful and constructive communication during meetings and interactions, promoting a positive and collaborative environment.

Communication

- The PAC will maintain an open line of communication with the EEC Administration, sharing updates and feedback regularly.

Evaluation

- At the end of each academic year, the PAC will conduct an evaluation to assess its effectiveness and gather suggestions for improvement.

Amendment

- This may be reviewed and amended annually to reflect changes in the council's structure or procedures based on feedback from members and the EEC Administration.