

# Family Gathering Procedure

Regulations	
EHS/HS: 1301.04	ECEAP: FEP-10

## Purpose

The Family Gathering (FG) occurs in center base programs and offers parents’ opportunities to plan and participate in events and activities that enhance their own adult learning and support their child’s school readiness and increase their knowledge in the development, education, health, and nutrition of their children. All parents/guardians of children enrolled in your program are included in the FG and share in any decision making that occurs at the site.

## Procedure

The whole team collaborates to plan, develop and implement all FG. Part Year programs must offer a minimum of 5 FG between September and May each year. Full year programs must offer a minimum of 7 FG throughout the program year. Opportunities for parents to meet may be offered throughout the year more frequently as needed or identified by the families. The first FG should occur no later than October of each program year. It is important for staff to ensure that opportunities are offered at times that meet the needs of all families attending the site. For example: an evening FG might meet the needs of most families. Staff will work with their supervisor to flex their time from an evening event. Interpreters can be scheduled to support family engagement in this program opportunity. A light snack that aligns with nutrition standards can be provided. Materials for an activity that is completed with children and parent/guardians present can be purchased for these activities. These funds are allocated to each site and can be available for use if needed.

## Family Gathering Topics

FG could cover a variety of topics/activities. The first FG of each year will include a vote for Policy Council Representatives for the site. Any topic that might cover: Child Development, Health, Safety, Nutrition, Summer, Physical Activity

Additional topics may include:

- Fire/Emergency Safety: invite local fire department personnel to join some time during class with children and engage with families about fire/emergency Safety education.
- Dental Care: invite tooth fairy to come to class to talk about dental care and share education information with families about early dental care.
- Literacy: Connect with local Kitsap Regional Library and host a librarian at the site to read a story with children and share offerings with families and education on access to literacy.
- Nutrition: “Grow your own garden” that includes planting seeds and a tasting activity.
- Kindergarten Transition: invite Principal, PTA, Kindergarten teacher to attend FG to share about kindergarten readiness.
- Make and Take Home Math Activities: children and parents create activities at the FG and take home with information about what the activity supports.

## Documentation

- Invitations to all families documented in CP. Invites can be sent via messaging and include attachments, text reminders
- Family Advocates are responsible to ensure completion of the Family Gathering Agenda-Minutes Form after each FG and email it to Family/Health Program Manager. Topics align with the Parent, Family and Community Engagement Framework (PFCE).
- Attendance for children’s whose family attended is required in Child Plus-see Procedure.