



## **August 2019 – July 2020 Jeannette Cathy Children's Center Parent Representatives**

### **JCCC Parent Representative Role**

The Parent Representative at the Jeannette Cathy Children's Center serves a primary role in maintaining good communication between parents and the center, while also being a valuable resource to the teacher, the class and the center as a whole. Parent Representatives volunteer annually in August. Family Partnership meetings are held monthly and are noted on the Annual Parent Calendar. Meeting minutes are provided by the Executive Director to the center within 24 hours and are posted on the Center Website.

### **What is a Parent Representative?**

- The Parent Representative liaises with the parents in the class by keeping them informed of activities and events.
- The Parent Representative is a "support resource" for times when the teacher may request resources or support.

### **What, specifically, does a Parent Representative do for the parents?**

- The Parent Representative encourages the parents to volunteer when needed – either for activities or events when requested by the center.
- The Parent Representative passes on ideas/requests from the Parent Rep meetings to the other parents in the class.

### **What, specifically, does a Parent Representative do for the teachers?**

- The Parent Representative, at the request of the teacher only, arranges assistance via the parent class body.

### **What, specifically, does a Parent Representative not do?**

- Parent Representatives are not to be used to help other parents express concerns about their own children. This should be done directly between the parents themselves and the Teacher, Leadership Team, Executive Director or Regional Manager.

### **Here are some examples of assistance given:**

- *Attend monthly House/Family Partnership meetings and bring parent concerns to the center when appropriate*
- *Participating on a specific committee when the need arises*
- *Teacher Appreciation Week*
- *Parent Education opportunities – giving ideas and suggestions*
- *Assist in Parent Survey review and action planning*
- *Be a Focus Group for proposed changes at the center*

Thank you for considering the role of Parent Representative. We know your time is valuable and limited. Once we have our two Parent Representatives for the classroom, we will send out a complete list. Please reach out with questions to Marcia Riggins at [marcia.riggins@brighthorizons.com](mailto:marcia.riggins@brighthorizons.com). In an effort to maximize representation, we ask that you only sign up for one classroom if you have more than one child. Classrooms currently closed may take volunteers once the room is open and operational. Thank you for your partnership!