

January 22, 2019

Dear Parent/Guardian:

It is hard to believe that it is already the middle of January. I want to take a moment and say thank you for all of your support thus far in the year. We appreciate your engagement with things like sending in materials when needed, responding to (DOJO, phone calls, emails) quickly, and keeping your child's daily folder up to date.

As we move into the second part of the school year, I am requesting your help with the following:

- Please make every effort to get your little one to school every day and on time.
- Starting on Wednesday January 23, 2019, if you drop your child off at school in the AM, please leave your child at the first door after sign-in. Please allow them to walk to their classroom alone. We are trying to teach them to be as independent as possible with their morning routines to get them ready for Kindergarten.
- Please refrain from sending your child to school with food, fanny packs, or personal toys.

In addition, I wanted to make you aware that we will be holding our first Policy Council/Parent Committee (PAWS) meeting next month. Our first meeting will be held on **February 12, 2019 from 1:00-2:00** in the ECAP cafeteria. We will have light refreshments. In order to prepare for the meeting appropriately with handouts and food, I would really appreciate it if you would fill out the below information and send it back in your child's daily folder as soon as possible. I will send out a detailed agenda, as we get closer to the meeting date. Please take note that we will meet three additional times this year on **March 12<sup>th</sup>, April, 9<sup>th</sup>, and May 14<sup>th</sup>**.

Again, thank you so much for your daily support of ECAP. We love teaching your little ones. Thank you for trusting us with your babies!

Heather Austin

Program Lead, ECAP

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**Parents Active With School**

**Return below information by January 30, 2019**

Please review attached PAWS information prior to responding to the below survey.

- ◇ Check if you will be able to be a part of our PAWS Committee
- ◇ Check if you will be able to attend our first meeting on February 12, 2019 from 1:00-2:00
- ◇ Circle what time would be the best meeting time for the March, April and May meetings (Decision will be made based on majority vote) 8:00AM-9:00 AM OR 1:00 PM-2:00 PM OR 3:30PM-4:30 PM
- ◇ Check if you would like to be considered for an officer position on the PAWS Committee

President/Chair

Vice-President/Co-Chair

Secretary

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**PAWS**  
**Parents Active With School**  
**(ECAP Parent Committee)**

Students who have parents that are involved and engaged are successful students. We offer many formal and informal opportunities for parents to be involved in school. The Federal Head Start Guidelines require that parents be active participants. The Parent Committee is comprised of parents/guardians who work closely with the ECAP staff to support the growth of children and advocate for the program. Parents and staff meet to discuss goals, new initiatives, curriculum, field trips and other aspects of the program. Workshops and classes are offered to address parenting skills, literacy, child development and other family-related topics. Participation ensures that we are addressing the needs of our families and strengthens our program. Please plan to attend a minimum of two Parent Committees this school year.

**President/Chair:** The president shall preside at all regularly called meetings, shall call meetings to order, note whether a quorum is present, have an understanding of the By-laws, shall extend courtesy to the discussions of the motion, prepare an agenda with the ECAP Coordinator for meetings, appoint members to committees and explain each motion before it is voted upon.

**Vice-President/Co-Chair:** The Vice-President shall assist the President in the performance of his/her duties of office. He/she shall preside in the absence of the President or whenever the President temporarily vacates the chair.

**Secretary:** The Secretary shall record the minutes of each Parent Council/Parent Committee meeting once the meeting has been called to order, maintain a list of all members with current addresses and phone numbers, maintain a list of unfinished business of each meeting, ensure that copies of all minutes are kept on file in the ECAP office. He/she will review all recorded minutes to ensure that they are distributed to all Parent Committee members at least one week prior to the next meeting.