



## CKECC Family Committee (FC)

### Outline & Information

#### What is the vision of CKECC Family Committee?

The Family Committee's goal is to create experiences for the entire family to participate in and to support the employees and children of Christina Kent as needed. By volunteering our time in a multi-faceted way, we are able to integrate family presence, culture, and educational values in the center. We do what we can to help uphold the mission of Christina Kent ECC: to serve the children of economically diverse working families with quality childcare, early education, and nutritional services in a safe and nurturing environment.

#### What does the CKECC Family Committee do?

You can think of the Family Committee as a PTA. We help out with family events at Christina Kent (setting up, taking down, or perhaps even facilitating part of an event) while also supporting our teachers whenever possible (teacher appreciation, organizing the upstairs area, supporting activities, or helping supervise field trips).

Our Family Committee strives to provide volunteer opportunities that cater to different preferred levels of volunteering. These consist of the following:

- **The little things:** These are small things families can do that go a long way, such as reading in the classroom for 15 minutes, helping pass out CK fliers for enrollment, or providing field trip ideas.
- **Donations:** Materials, loose parts, monetary donations, family exchanges or food drives, and more... We always try to have a wishlist of things the school and individual classrooms could use help obtaining!
- **Community Volunteers & Opportunities:** These will be things around the community for which families can help volunteer. They change regularly but some examples are... helping set up or take down a family event, supporting CK at the ABQ ArtWalk, participating in a planting or weeding day at our school or in our community.
- **On-Call:** Our 'on-call' requests relate more to borrowing, maintenance, trade skills, or labor inquiries. Some examples that may be in this section are... who might have coolers/shade structures we can borrow for an event, if anyone knows a good plumber or woodworker, or if anyone can help haul/move/build something.

- **The Big Apples/Events:** This section is for those who would like to commit to something a little bigger, such as helping plan, organize, advertise, and generally drive family-led events. This may range from medium to large commitments doing things like... working in a team to organize float participation in the annual Dia De Los Muertos Parade, organizing and facilitating family-led volunteer days (such as community clean up day or teacher appreciation potlucks), or working in our 'Core Group' which is described below.

## Who are the CKECC Family Committee?

- ▶ **Family Liaison:** The Family Liaison of the Family Committee is the Program Manager at CKECC. The liaison is responsible for scheduling and advertising monthly meetings, providing agendas for all meetings, communicating content between Family Committee and classrooms/teachers/administration, facilitating classroom/office integration to support parent group goals, and maintaining consistency in monthly meetings/ weekly check-ins with the Core Group. They are also responsible for transitioning new members into their role.
- ▶ **Core Group:** The Core Group consists of primary members as listed below. There is always room for growth! If you are ever interested in being part of the Core Group, never hesitate to reach out! Each position holds a one year commitment. Responsibility of the Quarterly Newsletter rotates between positions.
  - ▶ **President:** The President's job is to oversee project management/organization and ensure follow through on commitments by staying in regular communication with their core team. The President will recruit new committee members and help fill vacant spots as needed. They are willing to join the CKECC Board of Directors as a member and attend monthly board meetings acting as a Family Liaison. They are responsible for performing duties for unfilled positions until they have been filled.
  - ▶ **Vice President:** The Vice President is prepared to support the President in all the above duties listed. They are willing to take Presidency within one year, or to step into that role if needed. They will navigate logistics of some volunteer opportunities throughout the year. They are willing to join the CKECC Board of Directors as a member and attend monthly board meetings acting as a Family Liaison.
  - ▶ **Secretary:** The Secretary is willing and responsible to take meeting minutes, send engaging summaries of meetings/reminders/general communications to the Email Group as needed, and also within one week after any Family Committee meetings. Secretary will manage Email Group correspondence, removing and adding emails in coordination with the Program Manager as changes occur.

► **Support Committee:** The Support Committee are the family members that commit to attending all monthly Family Committee meetings, and are dedicated to volunteering or supporting the Core Group as needed.

- **Email Group:** The Email Group consists of the Core Group and any other family members that may not be prepared to fully commit to the FC, but would like to be kept in the loop and may want to help on occasion. The email group is managed by the Secretary and Family Liaison.
- **Committee Meeting Attendees:** Our monthly FC meetings are open to all members of Christina Kent's community. There is no rsvp required, and no commitment to attending regularly. Just show up as you are able to stay in the loop!

### **When does the CKECC Family Committee Organize?**

The Family Committee meets in person once a month, and is dependent on the Core Group's availability to come together. Meetings usually take place in the morning on Fridays. Please see CKECC yearly calendar for pre-planned dates.

When we are able to, we will provide Zoom links to attend virtually.

Families will be notified at least one week before each meeting via poster, email, and/or Playground App reminder.

### **How do I join the CKECC Family Committee?**

All you have to do is reach out to the Program Manager for more information! You can reach the current Program Manager, Allison Holman, by:

Email: [allisonckecc@gmail.com](mailto:allisonckecc@gmail.com)

Calling the school: (505) 242-0557

Stopping by in person during work hours: 10:30am to 5:30pm daily.

Texting her anytime (please include name and child): (505) 489-5476

**If you have any other questions, please feel free to reach out anytime. We hope to see you at our next meeting!**