

Elkhart & St. Joseph Counties Head Start Consortium
Team Meeting Protocol

- Who:** Teacher/Facilitator
Teacher Assistant
FACS
- Where:** Individual classroom sites
- When:** Bi-Weekly (Tuesday / Wednesday or Thursday)
- Purpose:** To discuss general classroom issues, including upcoming events, site meetings, parent concerns, home visits, newsletters, due dates, and attendance.
- Preparation:** FACS should come prepared with the following ChildPlus Reports:
- Report 2125: Participant Alphabetical List (Classroom Roster)
 - Report 2336: Attendance Works Chronic Absence
 - Report 2330: Consecutive Absences
 - Report 2015: 45 Day Requirements
- Teachers should come prepared with the following:
- Monthly Newsletter (Monthly Parent Engagement topics)
 - Team Meeting (Blank Form) to be completed at the meeting.
 - Concerns with regards to transportation or attendance
- Filing of Documentation:
- Place copy of Team meeting notes in a “Team Meeting Notebook” located in classroom.
 - Teachers will submit a copy of (4 weeks) of Team Meeting forms during the “End of Month” paperwork to turn in.
 - Teachers should keep a copy of their Team Meeting notes for reference.
- Completing Documentation:
- Screening Summary
 - Team Meeting Notes
- **Immediate response is required if you suspect any of the following: Family lost housing or job, transportation issues, etc.**
- **Teaching team will notify the FACS immediately to get the family a referral and not wait for the weekly meeting.**
- **If there are concerns with a child that involves a SAT meeting, program manager should be notified as soon as possible for appropriate next steps**