

Team Roles: Parent and Child Together (PACT) Time® and Parent Time

The adult education teacher is the center-based FACE team member who has the most contact with parents, and therefore, takes on much of the responsibility for ensuring that parent engagement is happening and is meeting family needs. **It is the entire center-based team that is ultimately responsible for ensuring high-quality PACT Time and Parent Time for all families.**

Staying Connected with Parents

When parents are not attending center-based programming on a regular basis, staying connected with them could be a challenge. All center-based team members can help keep the communication going.

It's important to find out from parents what the best means of communication is for them and what their weekly schedule is like so the team can more easily keep the communication doors open.

The following are the basic roles and responsibilities for PACT Time, Parent Time, and Parent Engagement for Flex-Time Adults.

PACT Time		
Adult Education Teacher	Preschool Teachers	Together
<ul style="list-style-type: none"> • Implements adult PACT Time focus and a system for planning and debriefing PACT Time • Prepares parents for PACT Time Circle lead • Meets with K-3 teachers of participating FACE families • Observes K-3 PACT Time weekly 	<ul style="list-style-type: none"> • Implement the full PACT Time model • Encourage parents who are not full-time to participate in PACT Time at alternate times in the children's classroom 	<ul style="list-style-type: none"> • Completes the PACT Time portion of the Parent Engagement Lesson Plans during the weekly team planning meetings • Participates in preschool classroom PACT Time • Leads PACT Time Circle and transfer-home • Models and encourages parallel talk for parents, as needed • Accounts for parent engagement hours for all enrolled families

Parent Time		
Adult Education Teacher	Preschool Teachers	Together
<ul style="list-style-type: none"> • Identifies parent strengths, interests, needs, and goals and shares this with the FACE team • Facilitates Parent Time • Finds guest speakers to facilitate Parent Time • Plan for Parent Time for adults who are not full-time • Keeps a running record of Parent Time topics 	<ul style="list-style-type: none"> • Share preschool curriculum topics with adult education teacher • Look for Parent Time connections throughout the children’s routine • Facilitate Parent Time regularly 	<ul style="list-style-type: none"> • Completes the Parent Time portion of the Parent Engagement Lesson Plans during the weekly team planning meetings • Identifies upcoming school and community events to share with families

Parent Engagement for Flex-Time Adults		
Adult Education Teacher	Preschool Teachers	Together
<ul style="list-style-type: none"> • Track and document parent engagement hours. • Tally parent engagement hours each month. • Share classroom Parent Time topics and the calendar with families. • Prepare extra materials for parents who may attend. 	<ul style="list-style-type: none"> • Share preschool curriculum topics with the adult education teacher and families. • Have a sign-in sheet to track attendance of flex-time adults who attend PACT Time in the classroom. • Welcome parents into the classroom to do PACT Time that accommodates their schedules. 	<ul style="list-style-type: none"> • Complete the “Support for the Flex-Time” portion of the Parent Engagement Lesson Plans during the weekly team planning meetings. • Create PACT Time and Parent Time activities to send home with families. • Review family participation and identify families who may need support meeting goals. • Identify upcoming school and community events and share with families.