

# Documentation for Flex-Time Families

## Stay Connected to Flex-Time Adults

In order for families with flex-time adults to reap the benefits of parent engagement in FACE, it's essential that they stay in close and regular communication with the FACE team. Once parents are into the routine of FACE, they will anticipate and be prepared to receive, for example, daily transfer-home activities and parent information, weekly ideas for Parent and Child Together (PACT) Time® at home, and monthly calendars of PACT Time and Parent Time opportunities.

Flex-time adults also benefit from establishing monthly meetings with FACE staff designed to:

- discuss Parent Time information sent home;
- distribute information, activities, and books; and
- turn in monthly documentation of parent engagement done at home and in the community.

Some flex-time parents will be able to participate in classroom PACT Time and Parent Time as their schedule allows. Be sure to create a system for them to sign-in when they visit the classrooms and show parents how to complete them.

## Family Documentation

Make documentation of parent engagement easy to complete for parents and demonstrate how to complete the forms. Some documentation formats include:

- a log with date, time spent, activity, and short reflection;
- an open calendar with space for PACT Time and Parent Time;
- a journal for longer reflections; and
- photos to supplement parent engagement activities.

## Team Documentation

Once parents return their documentation to school, a member of the FACE team, usually the adult education teacher, tallies parent engagement hours monthly, keeping PACT Time and Parent Time hours separate to make monthly and end-of-year reporting easier. The FACE Monthly Report asks teams to report the number of families participating in PACT Time and Parent Time. The End-of-the-Year Roster asks teams to report the number of hours each family participated in PACT Time and Parent Time.