

## FACE Center-Based Team Planning Time

Task	Who?	Suggested Time
Preschool Reflection and Lesson Planning	Preschool teacher Co-teacher	2-4 hours
Adult Learning Reflection and Lesson Planning	Adult learning teacher	2-4 hours
Whole Team Planning Meeting	Center-based team Home-based team Coordinator FACE Administrator	1 hour
Center-Based Team Planning Meeting	Center-based team	1 hour
PACT Time and Parent Time / Meetings with Families	FACE team and families	As needed

### Possible Topics for Whole Team Meeting:

- Recruitment, retention, family participation
- Transitions from home-based to center-based
- Record keeping and reporting (NASIS, Monthly Reports, End-of-year reports)
- FACE Family Circle reflection and planning
- Imagination Library update
- Community resources and referrals
- School integration
- Special events, field trips
- Budget planning and quarterly budget status report
- FACE documents (Action Plans, Implementation Standards, Site-visit Reports)

### Possible Topics Center-Based Team Planning Meeting

- Individual family progress: referrals, follow-up, program participation, special considerations
- Curriculum integration
- Parent engagement lesson plans
- Integration of program with language and culture of families and community
- Transitions to kindergarten
- Feedback and suggestions from families