

Planning a successful parent information session



Updated November 2016

Background information

Unincorporated associations are not required to run an Annual General Meeting. However, most choose to run a parent information session in Term 4 to introduce new families to the kindergarten before they start the following year.

A parent information session is a valuable opportunity for new families to:

- meet other families and educators
- learn about the kindergarten's features, programs and what to expect when their child starts
- learn about joining the kindergarten's Parent Activity Group
- find out about the role of ECMS
- ask questions
- receive their enrolment/information pack.

Planning a successful parent information session

The below table is designed to track required tasks and who is responsible for managing these in the planning stages.

Tasks	When	Responsible
<p>Make a decision regarding the following:</p> <ul style="list-style-type: none">• Will the session be combined with a social event?• If having social event, think about refreshments, space, atmosphere, attendees.• How will we invite families and ensure strong attendance?• Do we want to have a guest speaker discussing a topic of interest to parents?• How will new families engage with their child's educator? Do you want to set up stations/tables for each group/room?• Will you be selling merchandise or giving out enrolment packs? How?• Will you try to recruit new members of the Parent Activity Group at the parent information session?		
<p>Invite families to your event. This can be done via:</p> <ul style="list-style-type: none">• a notice at service		

<ul style="list-style-type: none"> • personal/email invitations • your newsletter • a verbal invite to parents. 		
<p>Prepare parent information/enrolment packs. ECMS will supply each centre with a welcome pack. This will include:</p> <ul style="list-style-type: none"> • a welcome letter • an enrolment form • kindergarten Fee Subsidy Information. <p>Please think about anything else you'd like to include in the pack.</p>		
Develop the agenda for the event.		
Plan and prepare the venue. If you are using the kindergarten room, ensure you have adult chairs (these can be hired if required).		
Organise guest speaker (if required)		
Organise catering, AV and any other items		
Send a reminder to parents		
Organise name tags and an attendance list		
Prepare a list of event day tasks		

Example running order for parent information session

Item	Tasks	Who
1	<p>Prepare the venue/room, including:</p> <ul style="list-style-type: none"> • cleaning the room • setting up chairs, tables, audio visual • displaying children's work and experiences • setting up the catering area. 	
2	<p>Display (or distribute required documents), including:</p> <ul style="list-style-type: none"> • nametags • agenda • information packs. 	
3	<p>Welcome arriving parents and provide them with the relevant information.</p>	

4	Event is run (including an Acknowledgement to Country by the event MC). Ensure outgoing PAG members are acknowledged.	
5	Clean the room and pack up after the meeting. If using a kinder room, ensure it is ready for children on the following day.	

If you would like any advice or support in planning your parent information session, please contact your Area Manager or the ECMS Communications and Marketing team at community@ecms.org.au or on 03 8481 1100.