

## CIRCLE OF PARENTS®

### MINIMUM STAFF TIME FOR IMPLEMENTATION OF ONE GROUP

**8 hours to prep before each new Circle group**

**5 hours per week for each facilitator to prep, deliver, and plan**

ESTIMATE OF TIME NEEDED	EXAMPLES OF ACTIVITIES (not all encompassing)
8 HOURS PREP BEFORE EACH NEW CIRCLE GROUP	<ul style="list-style-type: none"> <li>Meet with other facilitators and childcare staff to delegate tasks and plan for structure of sessions and group transitions</li> <li>Identify supplies needed and prepare materials</li> </ul>
30 MINUTES PREP BEFORE EACH GROUP	<ul style="list-style-type: none"> <li>Set up rooms prior to families' arrival</li> <li>Prepare activities, community resources, and incentives</li> <li>Plan how to address parking lot</li> </ul> <p><i>NOTE: Add additional time for travel to and from sessions if necessary</i></p>
1.5-2 HOURS IMPLEMENTING GROUP	<ul style="list-style-type: none"> <li>Greet/welcome families</li> <li>Implement Parent or Children's Group</li> </ul>
30 MINUTES AFTER GROUP	<ul style="list-style-type: none"> <li>Clean-up all meeting rooms</li> </ul>
2.0 HOURS/WEEK PLANNING	<ul style="list-style-type: none"> <li>Check in with team (parent facilitator, children's facilitator, and parent leader) to debrief session</li> <li>Prepare community resources, activities, and/or speakers</li> <li>Determine roles and responsibilities for the coming week</li> <li>Participate in ongoing 1:1 supervision at agency</li> </ul> <p><i>NOTE: New staff may need additional time</i></p>

### **6 hours per week for coordination activities – Examples are not all encompassing**

- Market program and build relationships with community partners and referral sources
- Create promotional materials
- Recruit and conduct intakes for potential group members
- Coordinate paid childcare providers/volunteers
- Purchase supplies and incentives
- Promote program at community engagements
- Solicit and coordinate donations
- Reserve meeting location
- Plan and coordinate meals/snacks
- Develop and support parent leaders
- Confirm arrangements for transportation, if needed
- Make referrals for other services, as needed
- Monitor and ensure compliance with funding requirements and manage program budget
- Oversee the collection of process and outcome evaluation data
- Gather community resources to share
- Complete and review paperwork and reports
- Organize activities and speakers