### 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 **

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<th>ESTIMATE OF TIME NEEDED</th>
<th>EXAMPLES OF ACTIVITIES (not all encompassing)</th>
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| **8 HOURS PREP BEFORE EACH NEW CIRCLE GROUP** | • Meet with other facilitators and childcare staff to delegate tasks and plan for structure of sessions and group transitions  
• Identify supplies needed and prepare materials |
| **30 MINUTES PREP BEFORE EACH GROUP** | • Set up rooms prior to families' arrival  
• Prepare activities, community resources, and incentives  
• Plan how to address parking lot  

*NOTE: Add additional time for travel to and from sessions if necessary* |
| **1.5-2 HOURS IMPLEMENTING GROUP** | • Greet/welcome families  
• Implement Parent or Children's Group |
| **30 MINUTES AFTER GROUP** | • Clean-up all meeting rooms |
| **2.0 HOURS/WEEK PLANNING** | • Check in with team (parent facilitator, children's facilitator, and parent leader) to debrief session  
• Prepare community resources, activities, and/or speakers  
• Determine roles and responsibilities for the coming week  
• Participate in ongoing 1:1 supervision at agency  

*NOTE: New staff may need additional time* |

** 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