

11/06/2019

*This message is sent on behalf of Lana Brooks, Director of Early Learning, DESE.*

The Early Learning Section with the Missouri Department of Elementary and Secondary Education (DESE) would like to send some reminders from the [PAT Timeline](#) to assist programs in providing services and receiving funds for the Parents as Teachers (PAT) program.

- PAT contact information must be reported in Core Data on Screen 3 of the August Cycle. Parent educators as well as PAT supervisors must be reported on screens 18 and 20 of the October Cycle. If you need assistance with the October reporting requirement, review Exhibit 17B and Exhibit 33 of the [Core Data and Missouri Student Information System \(MOSIS\) Reference Manual](#).
- All parent educators must annually renew their subscription with the Parents as Teachers National Center for Foundational and Foundational 2 Curriculums.
- All parent educators must attend professional development for a total of 20 hours this program year. A minimum number of hours must come from DESE or PATNC, for specific information see the [ECDA Administrative Manual](#). The [Missouri Parents as Teachers Professional Development Program](#) offers training opportunities and other supports including supervisor resources
- PAT advisory committee meetings must be held twice each program year to support and advise activities of the program. Multiple members of the community including current and former families should be included, for a list of potential members refer to the ECDA Administrative Manual. Schedule meetings when most members can be present and communicate times and location in advance. Be sure to include an agenda and minutes for the meeting as well as the role of each member.
- Submit monthly invoices and payment requests to ensure accurate reporting of services and track allocation for the district.

National Parents as Teachers Day is November 8<sup>th</sup>. Founder of Parents as Teachers, Mildred Winter, passed away on October 15, 2019. She devoted her life to early childhood education and supporting parents in their critical role as children's first and most important teachers. For ideas on how to honor Mildred's legacy by sharing information about the work and impact of Parents as Teachers in your community see the [Missouri Parents as Teachers Professional Development Program](#) webpage.

For additional assistance, contact the [Early Learning Supervisor](#) assigned to your district.