

Communicating with Families Checklist

Use this checklist to evaluate family communication in your program. For each item, place a check in the column that applies. Use "We've got this!" for items that are working well. Use "This is a work in progress" for your growth areas. After you complete the checklist, think about how your responses might point you to a place to start your quality improvement work.

	We've got this!	This is a work in progress
We ask families to share their child's needs, strengths, and interests		We do this at enrollment but not as a child moves into new classrooms.
We help families access special education services as appropriate	X	
We regularly discuss children's developmental milestones, positive behaviors, and accomplishments with their family		We would like more guidance on how to increase this, including sharing developmental milestones and progress
We respect the confidentiality of all family and child information	X	
We communicate promptly with families about learning or behavioral concerns		Per our Program Policy, we communicate within 24 hours with a family if there is an incident of aggression that results in harm to the child, a peer and or an adult in the classroom. What we would benefit from, however, is policies about when and how to communicate with families when behaviors emerge that are concerning but don't meet that threshold.
We have a space in our common area to share information with families, including the program's mission and vision statements	X	

We provide a Family Handbook to families to explain our policies and procedures	X	
We host at least one open house or orientation for all families each year	X	
We communicate with families using multiple methods such as phone calls, e-mails, newsletters, school website, social media		Yes we use class dojo, a monthly classroom newsletter, and our Director emails when there are events or announcements. This is distributed in both English and Spanish.
Families can communicate with us using multiple methods such as phone calls, e-mails, newsletters, school website, social media	X	
We provide written and verbal communication in families' home language. We arrange translation services when necessary	X	
Our Family Handbook includes policies to address disagreements between the family and the program	X	