



## Initial Family Contact Procedures for Preschool

ECEAP performance standard: E-12: the teacher must meet with each child's parent a minimum of three hours per school year. Conferences may occur in the home, school, or other location convenient to the parent. Conferences must be in person, except phone contact may be used on a limited basis if a parent is unable to face-to-face. During conferences, teachers:

Learn about the family's culture and language.

Discuss parent teacher observations of child's development and progress

Share screening and assessment results.

Obtain parent input for program and curriculum planning.

Jointly plan goals for the child.

**PURPOSE:**

- To begin building a partnership with families.
- To get to know children and families.
- To learn about any concerns parent/guardians have about their child's behavior or development.

**PROCEDURES:**

There are two pages that encompass the Initial Family Contact. The first page is titled *Getting to Know*. The second page is titled *Initial Family Contact*.

Please use the open-ended statements and questions on both pages to guide a conversation between you and the parent/guardians. Document in the database your visit with the family. Document all follow up in the database. *The Getting to Know* form should be placed in the child's portfolio or family file. You can display it at your site, if you like. The *Initial Family Contact* form should be placed in the Family File under Child Services tab. These forms should be completed before the child starts class.

Baseline Assessment begins at your Initial Contact visit with the family. You will fill out the Parent Baseline Questionnaire WITH the parent at the time of Initial Contact.

If a family enrolls in the middle of an assessment period, you will need to set an education goal with the family.