

Planning Your WaKIDS Family Connection Meetings

You will need:

- Class Lists
 - Information you may want to use when generating class lists
 - Kindergarten questionnaire from the registration packet
 - Class placement spreadsheet template ([docushare](#))
 - PreK to K Transition report, if available

Family Connection

What is this? An opportunity for families and teachers to meet in a one-on-setting to establish partnerships focusing on the child's strengths

When? First 3 days of school

The whole class comes to school for the first time together on the 4th day of school, 1st Monday

Communicating with families and scheduling appointments

- Family Connection WaKIDS introduction letter on [docushare](#)
The Early Learning department has prepared letters for schools to personalize and send to families. The letters are available in English, Spanish, Arabic, Russian, and Vietnamese. (Click on hyper link or follow the path: EPS website, programs, early learning, WaKIDS, Parent letters)

Decide as a building:

- Parent communication and scheduling appointments
- Class lists – who generates and when
- Methods of appointment scheduling
 - Personal phone call
 - Connect-Ed message with predetermined scheduled time
 - Post card with appointment day and time
 - Schedule the meeting during kindergarten registration
 - Schedule the meeting at kindergarten orientation
- Who will contact the family?
 - Teacher
 - Office Staff
 - Para Educator
 - Connect-Ed Message from the teacher or school principal
- Who will request an interpreter for families?
 - Teacher
 - Office Staff
 - Para Educator
- Will families receive a reminder of their scheduled appointment?

Buildings may want to consider:

- Keeping a master list of meetings scheduled
- Creating a “check-in” procedure and communicating it to the families when scheduling appointments
- Asking students to bring supplies with them to meeting
- Using para educators
- Establishing appointment length (30, 45, 60 minutes)