**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?**

* First 3 days of school meet with each child and their families.
* Get to know your students and parents before you start the year.
* Students and parents get to see the classroom and meet the teacher in a one-on-one setting.
* Family shares interests, strengths, concerns, and early learning experiences.
* The whole class comes to school for the first time together on the 4th day of school (1st Monday).

**Importance of Family Connection**

* Welcome families
* Begin building strong relationships
* Gather information for families about children
* Focus on the child's strengths

**Getting in touch with parents and scheduling appointments**

*Decide as a building:*

* Scheduling Preparations:
	+ Class lists – when will it be available?
	+ 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?
		- Yes/No
		- If yes,
			* How
				+ Personal phone call from teacher, office staff or para educator
				+ Connect-Ed message reminder
				+ Post card mailed home
			* Who
				+ Teacher
				+ Office staff
				+ Para Educator

*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)

NOTES: