**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: