

Family Engagement Action Plan | 2013

PROGRAM NAME: _____

Completed by: _____ Date Completed: _____

| STRATEGIES/ACTIVITIES and EVENTS | Who will do it? | Resources Needed | Timetable | Outcomes: |
|--|--------------------------------------|---|---|--|
| <p>1. Program will distribute Rules of Behavior to every family as they enroll throughout the year.</p> | <p>Site Coordinator</p> | <p>Rules of Behavior Copies Postage</p> | <p>Each quarter</p> | <p>100% of the families attending the Program will have a Rules of Behavior form that outlines the Program policies and procedures.</p> <p>Qtr 1: Qtr 2: Qtr 3: Qtr 4:</p> |
| <p>2. Program will host Family Night/Expo events two times each school year.</p> <p>Invite community agencies to set up booths and advertise community events.</p> | <p>Site Coordinator and Director</p> | <p>Translator Custodial staff for set up and take down of tables and chairs Microphone for speaking Food and drink</p> | <p>One event between August 19 - December 19, 2013</p> <p>The second event between January 8 - May 20, 2014</p> | |

After each strategy/activity and event remember to post in OUTCOMES: How did it go? How many participated? Any feedback for next time?

Family Communication Log

PROGRAM NAME: _____ Week: _____ Staff Person Who Completed Log: _____

| Week of Contact | Name of Child | Family Member Contacted | Staff Member Who Contacted | Type of Contact | Length of Contact | Reason for Contact | Brief Description of Nature of Contact |
|-----------------|---------------|--|----------------------------|---|---|---|--|
| | | <input type="radio"/> MOTHER <input type="radio"/> FATHER <input type="radio"/> GRANDPARENT <input type="radio"/> FOSTER PARENT <input type="radio"/> OTHER _____ | | <input type="radio"/> PHONE <input type="radio"/> EMAIL <input type="radio"/> IN PERSON <input type="radio"/> PERSONAL LETTER/NOTE | <input type="radio"/> 1-5 MIN <input type="radio"/> 6-14 MIN <input type="radio"/> 15-30 MIN <input type="radio"/> 30+ MIN | <input type="radio"/> UPDATE <input type="radio"/> QUESTION <input type="radio"/> PROBLEM <input type="radio"/> OTHER _____ | |
| | | <input type="radio"/> MOTHER <input type="radio"/> FATHER <input type="radio"/> GRANDPARENT <input type="radio"/> FOSTER PARENT <input type="radio"/> OTHER _____ | | <input type="radio"/> PHONE <input type="radio"/> EMAIL <input type="radio"/> IN PERSON <input type="radio"/> PERSONAL LETTER/NOTE | <input type="radio"/> 1-5 MIN <input type="radio"/> 6-14 MIN <input type="radio"/> 15-30 MIN <input type="radio"/> 30+ MIN | <input type="radio"/> UPDATE <input type="radio"/> QUESTION <input type="radio"/> PROBLEM <input type="radio"/> OTHER _____ | |
| | | <input type="radio"/> MOTHER <input type="radio"/> FATHER <input type="radio"/> GRANDPARENT <input type="radio"/> FOSTER PARENT <input type="radio"/> OTHER _____ | | <input type="radio"/> PHONE <input type="radio"/> EMAIL <input type="radio"/> IN PERSON <input type="radio"/> PERSONAL LETTER/NOTE | <input type="radio"/> 1-5 MIN <input type="radio"/> 6-14 MIN <input type="radio"/> 15-30 MIN <input type="radio"/> 30+ MIN | <input type="radio"/> UPDATE <input type="radio"/> QUESTION <input type="radio"/> PROBLEM <input type="radio"/> OTHER _____ | |
| | | <input type="radio"/> MOTHER <input type="radio"/> FATHER <input type="radio"/> GRANDPARENT <input type="radio"/> FOSTER PARENT <input type="radio"/> OTHER _____ | | <input type="radio"/> PHONE <input type="radio"/> EMAIL <input type="radio"/> IN PERSON <input type="radio"/> PERSONAL LETTER/NOTE | <input type="radio"/> 1-5 MIN <input type="radio"/> 6-14 MIN <input type="radio"/> 15-30 MIN <input type="radio"/> 30+ MIN | <input type="radio"/> UPDATE <input type="radio"/> QUESTION <input type="radio"/> PROBLEM <input type="radio"/> OTHER _____ | |
| | | <input type="radio"/> MOTHER <input type="radio"/> FATHER <input type="radio"/> GRANDPARENT <input type="radio"/> FOSTER PARENT <input type="radio"/> OTHER _____ | | <input type="radio"/> PHONE <input type="radio"/> EMAIL <input type="radio"/> IN PERSON <input type="radio"/> PERSONAL LETTER/NOTE | <input type="radio"/> 1-5 MIN <input type="radio"/> 6-14 MIN <input type="radio"/> 15-30 MIN <input type="radio"/> 30+ MIN | <input type="radio"/> UPDATE <input type="radio"/> QUESTION <input type="radio"/> PROBLEM <input type="radio"/> OTHER _____ | |

Family Engagement Checklist Level 1

Make Parents/Families feel welcome and valued in our Programs

PROGRAM NAME: _____

Completed by: _____ Date Completed: _____

| STRATEGY | Rarely | Sometimes | Consistently | PRIORITY |
|--|--------|-----------|--------------|----------|
| 1. There are welcome signs into the Program. Be attentive in providing a safe, structured, fun environment that makes kids WANT TO COME BACK. | | | | |
| 2. There is a person greeting parents and directing parents where to either wait for his/her child to be brought to them or where to find his/her child. | | | | |
| 3. Greeter is friendly and respectful. Greeter can address person by name and if not, is asking for identification in order to pick up a child. | | | | |
| 4. Staff is engaging in communication with the person on a personal level; i.e., How are you today? | | | | |
| 5. Program surveys parents and analyzes and responds to needs to improve Program. | | | | |
| 6. Staff introduces parents to each other. | | | | |
| 7. Staff makes an effort to communicate to each parent something POSITIVE about his/her child EACH WEEK. | | | | |
| 8. Communication whether verbally or in writing should be clear and precise. Communication should always include an idea or suggestion on how the parent can be involved. | | | | |
| 9. Program has a space or office where parents know that information/communication is available for them. | | | | |
| 10. Program has a Rules of Behavior or Handbook that explains the Program policies and procedures that families need to know. | | | | |
| 11. Program hosts Open Houses, Back to School Night and Family Nights or interesting events throughout the year. Try to piggyback with School event. Each event highlights the students & showcases the Program. | | | | |
| 12. Advertise the event through a flyer, school announcement, webpage, emails and phone calls to parents. Hype it up to students in the Program & get them excited. | | | | |
| 13. Staff phones parents to remind them of events and to thank them for attending or to tell them how they were missed. | | | | |

Family Engagement Checklist | Level 2

Make Parents/Families feel welcome and valued in our Programs

PROGRAM NAME: _____

Completed by: _____ Date Completed: _____

| STRATEGY | Rarely | Sometimes | Consistently | PRIORITY |
|--|--------|-----------|--------------|----------|
| 1. During Staff Orientation the Program has training on how staff can make an effort to understand and respect cultural difference. | | | | |
| 2. Program communicates with families constantly, using flyers, newsletters, website, phone calls and emails. | | | | |
| 3. Program has a parent suggestion box. Program staff is prepared to address parent's suggestions constructively. | | | | |
| 4. Program surveys parents on a regular basis and ask what they want and need and really listen to their answers. Staff addresses and responds to all issues or concerns that parents bring up. | | | | |
| 5. Staff helps parents identify and interact with staff informally. For example use a photo board, have rotating staff greeting parents at events or have parents and staff work together at events. | | | | |
| 6. Have translator available to facilitate ongoing communication verbally and in writing. | | | | |
| 7. Program offers informal social events or activities that are fun! i.e., Family Craft Day, Caregiver Night Out, Potluck Open House or Barbeque. | | | | |
| 8. Program offers events that help to support families' involvement in his/her child's academic learning. i.e., Family Literacy, Make it and Take it, or Math Night. | | | | |
| 9. Program provides refreshments and food for events. Remember to reach out to community vendors for donations! | | | | |
| 10. Program helps to bridge the gap between the school and the family. | | | | |
| 11. Staff takes pictures/videos of the students engaging in activities that parents can watch on the website or take home. (Make sure to have permission to post.) | | | | |
| 12. Staff encourages the students to keep a daily journal that he/she can share with their parents at the end of the day. | | | | |
| 13. Staff works with students to plan and host a "Family/Caregiver Appreciation Day/Night/Week" | | | | |
| 14. Staff works with students to invite parents and the community to visit the Program. | | | | |

Family Engagement Checklist | Level 3

Make Parents/Families feel welcome and valued in our Programs

PROGRAM NAME: _____

Completed by: _____ Date Completed: _____

| STRATEGY | Rarely | Sometimes | Consistently | PRIORITY |
|---|--------|-----------|--------------|----------|
| 1. Staff assists parents to advocate publicly for the Program and for issues that affect the Program and his/her child. i.e., Education, child-care, etc. | | | | |
| 2. Staff asks parent volunteers to call other parents to invite or remind them of upcoming events. | | | | |
| 3. Staff celebrates and recognizes those parents that contribute their time and effort. | | | | |
| 4. Staff asks and/or assists parents to write an article for the Program newsletter. | | | | |
| 5. Program offers Parent classes and actively recruits parents for those opportunities. | | | | |
| 6. Program has a direct connection to the school Parent Advisory Committee and has representation of the Program. | | | | |
| 7. Program staff help to facilitate families and schools working together as a team for the child. Academic Link Team Facilitator. | | | | |