

A Race to the Top Early Learning Challenge Initiative administered by Four Square Head Start



Checklist for Communicating with Families

When reflecting on building a relationship with families, ask the following.....

Did I.....?

- Establish a partnership with the family and express the important benefits for the child of working together?
- Use open-ended questions?
- Paraphrase, summarize, and clarify?
- Gather information by asking *what, where, how and when* – but not *why*?
- Avoid getting sidetracked?
- Avoid jargon and technical language?
- Notice body language and consider what the signals and cues mean?
- Share positive comments?
- Use encouraging facial expressions?
- Anticipate family concerns and discuss them?
- Acknowledge problems?
- Express confidence in the ability of the family to solve problems?
- Match my communication style to the families?
- Share information in a clear, concise way?
- Break a problem into manageable units?
- Support the parent in making decisions in the best interest of the family?
- Give information that may be helpful?
- Provide reassurance?
- Coach the family?

From NAEYC's Spotlight series. *Mapping Family Resources and Support* by Tess Bennett