

Appendix E

Observation Checklist for Engaging Families in Early Childhood Programs

As you complete this checklist, you may wish to take notes regarding the status of the strategies used to engage families. Add the date you completed the checklist if that information will be helpful to you.

Observation Checklist

ENGAGING FAMILIES IN EARLY CHILDHOOD PROGRAMS

Family engagement strategy	Observed		
	Yes	Somewhat	Not yet
1. Teachers provide an orientation to the program for children and families at the start of the year and as needed when new families enroll.			
2. Teachers greet family members by name at pickup and drop-off times; teachers correctly pronounce everyone's name.			
3. Teachers and families exchange information about the child regularly.			
4. Teachers provide news and updates about the children's activities on a regular schedule and through multiple venues in all languages used by families.			
5. Families have a designated resource area and a comfortable area for nursing mothers and bottle-feeding in the infant room.			
6. Teachers encourage family members to participate in the program by sharing a skill, interest, or aspect of their home language and culture.			
7. Teachers, staff, and families plan events on topics of interest to families.			
8. Teachers and families have regular conferences to share information, review the child's progress, and plan ways to support the child at home and at the program in the future.			
9. Teachers and families plan and participate in program-wide events, involving children, parents, and staff in enjoyable activities.			
10. Older toddlers and preschoolers eagerly show their families photos and examples of their work and learning displayed in the classroom.			
11. Teachers provide an orientation and resources for family members who are classroom volunteers; they ask family members what they would be comfortable doing with the children.			
12. Teachers welcome family members to visit the classroom at any time during the day; family members do not need to have an appointment to drop in.			

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