Centre Support

Program Information for Families - Educators

NQS 1.3.3 Information for families

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = **Embedded** I do that **ALL** the time

K = I **know** I need to do that, but I don't do it all the time

T = Please **teach** me how to do it or improve my understanding of why I need to do it.

Consultation and Communication	**ED1**	**ED2**	**ED3**	**ED4**	**ED5**
Do you know and use where possible the communication preferences for each of your families eg service displays, emails, closed Facebook groups, Apps, communication book?					
Do you regularly reflect on your learning documentation from families perspective to see if it's easy to understand and meaningful?					
Do you occasionally ask families whether they can understand the documentation and what it means to them?					
Do you make changes to the way you document when needed eg flowing reflections or feedback from families/team members/Educational Leader?					
Do you help families with language barriers to access and understand the program eg provide information in their home language or ensure they speak with an educator fluent in their language?					
Responsibilities					
Do you keep sensitive information about children and their families confidential?					
Do you invite families to look at the displayed curriculum during drop offs and pickups and listen for valuable feedback about children's daily lives?					
Do you share information about a child's daily activities/experiences and progress during daily conversations at drop off and pickups and at formal meetings/interviews?					
Do you always share positive learning outcomes with families?					
Are you always available to talk with families about any issues or concerns regarding the educational program or their child's progress?					
Do you organise meetings with families at mutually convenient times to discuss issues of concern?					
Do you use specific forms or processes to get family input and then use this in planning the program?					
Do you create transition statements for children transitioning to school?					

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Actions required

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