



Family Engagement with the Service Educators

NQS Element 6.1.1 Engagement with the service

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.

ED1 ED2 ED3 ED4 ED5

Orientation and Enrolment

Do you tell families they are welcome to discuss any issues with you at a convenient time?					
Do you invite families to ring and check on their child at any time?					
Do you encourage families to spend as long as they wish with their child as they settle in?					
Do you help families say goodbye to their child? eg I'm here to look after you and keep you safe till you go to school?					
Do you share information about the child's time at h Service when families collect their child eg learning, friends, how they're settling in?					

Communication

Do you respond to families' suggestions/queries quickly and professionally?					
Do you regularly share information with families about the child's progress against the learning outcomes?					
Do you regularly encourage families to share their views on their child's strengths, interests, abilities and needs?					
Do you regularly encourage families to contribute to decisions about their child's learning?					
Do you always communicate with families in an open, respectful and friendly way?					
Do you invite families to share their culture, knowledge and skills with the children?					
Do you invite families to participate in events eg information evenings, excursions, committee meetings etc?					
Is there a communication book in the room which families and educators can use if they choose?					
Do you make sure families can easily understand learning documentation?					

Actions required