



## **Communication with Families**

Communication with families is initiated by the YCP in the following forms:

### **HANDBOOK FOR FAMILIES**

This publication is sent to families prior to the opening of school and contains information about program goals, curriculum, assessment, policies, and emergency procedures, as well as a school calendar, tuition payment schedule, communicable disease chart, and descriptions of licensing and accreditation standards.

### **DAILY MESSAGES**

Notes on special activities for each day are written on the message board in the entrance hall. A summary of each day is noted on the calendar on the class bulletin board.

### **WEEKLY CHECKLISTS**

Teachers provide a weekly checklist for each family that summarizes their child's activities.

### **NEWSLETTERS**

Newsletters sharing information about the activities of each class, as well as upcoming trips and special events are provided at least monthly. Program newsletters are mailed to each family when there is information to be shared.

### **CONFERENCES**

Conferences are scheduled before school begins in September, as well as in October, February, and at the end of the school year in May. Parents or teachers may initiate a conference at any time during the year.

### **DEVELOPMENTAL SUMMARIES**

Families are given a detailed summary of their child's developmental progress toward program goals twice during the school year.