

Family Conferences

Policy Builder Prompts (QR 1-5)

| PROMPT | WRITER'S TIPS |
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| How are families informed about conferences? (Required Levels 1-5) | <p>Writer's Tips and Think Abouts</p> <p>Think about how your program uses family conferences to communicate with families. What do families need to know about your conference procedures? Examples:</p> <p>~ How can families expect to hear about family conferences?</p> |
| What is the process used for families to sign up for conferences? (Required Levels 1-5) | <p>Writer's Tips and Think Abouts</p> <p>~ Do you schedule conferences with families, or do families contact you to schedule them?</p> |
| Any other information families should be aware of when it comes to scheduling conferences? (Required Levels 1-5) | <p>Writer's Tips and Think Abouts</p> <p>~ How often do conferences with families occur? Examples:</p> <ul style="list-style-type: none"> • More than once a year - quarterly/fall and spring • At least once a year in ... • As needed • As requested by families |

REMINDER:

If you have a copy of your conference schedule for families, be sure to upload it with your statement.