

Teacher Communication Plan

<i>Type of communication:</i>	<i>Description of how it will be used:</i>
Regular and Frequent Visits	Regular and frequent visits by parents are encouraged. Parents may volunteer to assist teachers in the classroom, on field trips, or by sharing their special talents and interests.
Parent/Teacher Conferences	Each fall and spring teachers will arrange for a special time to discuss your child's development and progress. In addition, if parents wish to arrange a conference at other times, the opportunity is always welcome. Parents are free to view their child's daily observation record. A developmental checklist of observations will be recorded and kept on file.
Home Visits	During the late summer, your preschool teacher will make home visits to the families of children in the preschool classroom. Appointments will be made. During the home visits, parents may raise questions or express any concern they might have, policies may be discussed, materials may be handed out, and forms and fees may be collected.
"The Buzz" Newsletter	Newsletter of upcoming events for Lord and Savior Lutheran Church & School will be emailed to all preschool parents/guardians monthly.
Little Lambs Newsletter	Important news will be sent home to with every preschooler weekly. This newsletter will include classroom news, curriculum, key learning indicators for the week, Bible story themes, and special events/requests.
Daily Face-Face Communication	Daily conversations will happen with the preschool teacher and the parents/guardians. These conversations will help to build an appropriate and healthy relationship between the teacher and parents/guardians. These conversations are informal greetings, check-ins, and casual visits before and after school.

