

Family Handbook Evidence

Recognition Application

Directions:

1. Review your family handbook and highlight and label the relevant information.
2. For each of the assessment items below, provide a response as directed.

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| Item R.2.01(All Ages) | | | |
| The family handbook informs families of how the program or provider shares information and communicates with families on an ongoing basis. | | | |
| *Examples include phone calls, emails, text messages, mobile device apps, journals, newsletters, open-door policies, and home visits, among others.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Please describe where in the family handbook this information can be found.** | | | |
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| Item R.2.02 (All Ages) | | | |
| The family handbook outlines the steps that families can take to ask questions, raise concerns, or provide feedback on an ongoing basis.  *Examples include establishing a system of feedback on ways to improve partnership practices; asking questions like "what can we do together to improve how we support your child's learning?" during conferences.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Please describe where in the family handbook this information can be found.** | | | |
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| Item R.2.03 (All Ages) | | | |
| The family handbook provides information about how family members can be involved in their child's learning environment and at the program or provider. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.2.05 (All Ages) | | | |
| The family handbook includes a list of community resources that support families.  *Evidence should provide information for community resources that support families and include contact information (e.g., phone numbers, street address, email address). The evidence should address* ***at least three*** *resources and/or types of family needs (e.g., food security, housing, special needs, counseling, medical/health care, recreational sports/extracurriculars, parks and recreation, library services). Community agencies that offer multiple services may be listed once.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.4.01(All Ages) | | | |
| The family handbook includes a written commitment to playful learning which describes: 1) the ways in which children learn through play and 2) how play is incorporated into every learning experience.  *"Playful learning" is a learning context in which children learn content while playing together freely (free play, of self-directed play), with teacher guidance (guided play), or in a structured game (NAEYC (2022). Developmentally Appropriate Practice in Early Childhood program or providers Serving Children from Birth Through Age 8, Fourth Edition. NAEYC.)* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.5.01(All Ages) | | | |
| The family handbook includes information that describes how the program or provider uses observation-based assessments to evaluate children's development and learning. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.5.02 (All Ages) | | | |
| The family handbook includes information that describes how the program or provider uses assessment of children's development and learning to inform overall program or provider improvements. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.5.03 (All Ages) | | | |
| The family handbook includes information that describes how families may contribute to the assessment of their child's development and learning. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.6.01(All Ages) | | | |
| The family handbook includes a policy to address when sick children should be excluded from care and when they may return. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.6.06 (All Ages) | | | |
| The family handbook includes a policy which describes the expectations for active supervision for each age category served by the program or provider. | | | |
| *"Active supervision" is the focused, intentional, and continual observation of young children by educators and program or provider/provider staff to ensure children of all ages are exploring learning environments in a safe manner.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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| Item R.9.04 (All Ages) | | | |
| The family handbook describes the expectations for confidentiality regarding information about enrolled children and their families. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded family handbook.* | | | |
| **Describe where in the family handbook this information can be found in the space below.** | | | |
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