

Online Training Module- Learning Journal
for
“Relationship Building & Communications”

Dear Early Education Educators,

Use this reflection journal to follow along with the 1-hour online training video. There are questions at the end of each of the 2 sections of the video. To receive ECE-TRIS credit and a certificate for the course: At the end of the 2 video sections, you will be prompted to type these answers into an online form. Once submitted, you will receive a certificate you can print and submit along with other needed documentation for ECE-TRIS credit.



Thank you and we hope you enjoy this module.

Learning Objectives (1 hour):

- Identify critical attributes of relationship-building
- Explain the role the center and classroom environment play in building relationships with families
- Identify critical attributes of effective family-center communication
- List ways of using surveys for gathering input and feedback from families
- Explain the importance of two-way family-center communication to the quality of a program

Recommended reading and references:

- KY Family and Early Education Partnership Self-Assessment (2022)
- KY Family and Early Education Program Partnership Guide (2022)
 - Family Interests & Traditions Form, Family Feedback Survey, Family Communication Tools can be found in the KY Family and Early Education Partnership Playbook

Section 1 Notes: Relationship Building

Add notes in this section in response to prompts in the video. Consider how your center addresses each of the critical attributes. These notes will help you complete the self-assessment later.

1. Think about the signage in your center. Is your signage easy to read? Is it welcoming to families? Does it provide important information and directions?

2. Do you have dedicated space in your center for information for families? Do you routinely update information? Is the space easily accessible for families during open hours? Does your space allow for families and staff to gather?

-
3. Does your center collect information from families in a culturally responsive and respectful way? Do you gather information from families about cultures and traditions at the time of enrollment?

4. Does your center view relationships with families as shared responsibility in their child's learning?

5. Does your center gather information from families and embed it into lesson plans? Does your center use feedback surveys to gather information?

6. Does your center collect family feedback to help improve program quality?

7. Does your center have an open-door policy? Does your center cultivate trust with families?


8. Does your center use family interest forms to help you learn about their interests and needs? Does your family collect information on an on-going basis?

9. Does your center share positive information and strengths with families in addition to areas of concern?

10. Does your center offer conference times based on the families' needs?

Section 1 Reflection Journal: Relationship-Building

Section 1: Relationship-Building Reflection Journal



Section 1: Relationship-Building Reflection Journal

1. Name one way a welcoming environment can be created for families.
2. Name one thing that centers should do to create a culturally responsive and respectful environment.
3. Name one way that centers can engage families as co-creators.
4. Name one way that centers can develop trust with families.
5. Name one way that centers can create a strengths-based relationship with families.

Section 2 Notes: Communications

Add notes in this section in response to prompts in the video. Consider how your center addresses each of the critical attributes. These notes will help you complete the self-assessment later.

1. Does your center include information about classroom and learning goals at family events?

2. Does your center use two-way communication tools? What tools might you use?

3. Are your modes of communication with families effective for sharing developmentally appropriate activities with families?

4. Does your center schedule family conferences only as concerns arise or does your center offer regularly scheduled (at least twice per year) conferences throughout the year?

5. Does your center invite families to volunteer in the classroom?

6. Does your center use a variety of methods to gather family feedback on program practices?

7. Does your center have a family-staff committee?


8. Does your center provide general information to families with through monthly newsletters?

9. Does your center keep families updated on their child's development and goals?

10. Does your center have strategies for reaching hard to reach families?

Section 2 Reflection Journal: Communications

Section 2: Communications Reflection Journal



Section 2: Communications Reflection Journal

1. Name one interactive strategy that centers can do to help families learn about the activities and goals of their child's classroom.
2. Identify one reason that family conferences are important.
3. Name one way that centers can engage families in diverse roles.
4. Explain one method that centers can use to share information about their child's learning.
