**Plan for Communicating with Children and Families Who are Dual Language Learners**

**Site Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In order to support children and families, this site will utilize the following strategies and resources to engage, inform and communicate with Dual Language Learners. (Please mark all that apply)**

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|   | Encourage families to use their language every day. Help families understand the value of home language as a foundation for a second language and the importance of continuing to speak their home language at home. |
|   | Create welcome letters for families in their home language. |
|   | At home visits or open-house, invite families to teach staff how to write and pronounce keywords that help children feel comfortable and secure |
|   | Encourage staff to learn phrases and vocabulary from families |
|   | Create caring consistent routines, using pictures and signs to help children feel comfortable and secure |
|   | Include at least one book written in each child's home language. |
|   | Invite families to tell stories, sing songs, share culture, etc.! |
|   | Ask families to suggest books, music, and other resources to supplement the classroom. |
|   | Label items in classrooms using children's home language |
|   | Encourage all children to learn new words in at least two languages. |
|   | When talking with children who are dual language learners, give ample time and opportunity for their response. |
|   | Use expressive, verbal, and non-verbal communication. |
|   | Encourage families to bring along family member or friend to help with translation |
|   | Seek resources to help translate printed materials - such as classroom newsletters. |
|   | Seek resources to maintain consistent communication with families (family meetings, conferences, letters) |
|   | Other (please list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Site Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**