



## **Responding to Concerns Regarding Children in Early Childhood Education**

### **Administrator's Checklist**

#### When discussing concerns with the staff:

- Set aside adequate time to discuss their concerns
- Assist staff to articulate specific issues and areas of need
- Troubleshoot immediate needs for child and staff
- Discuss options and ideas for supports over time
- Know local resources for referrals as appropriate
- Contact CIBC for technical assistance

#### When discussing with the family:

- Set aside a mutually convenient time to discuss concerns
- Discuss from a framework of support for the child and family
- Listen to family concerns
- Invite the family to share their perspectives
- Discuss the child's strengths as well as needs
- Share specific information (i.e., recent assessment information, DRDP results, observation information)
- Provide referral information for the child as appropriate (see *Reasons for Concern* brochure)
- Share plans for provider responses to the child's needs (i.e., staffing support, visual supports, accommodations)