

Here's My Child, Handle With Care Facilitator's Guide

Audience

This form is intended for teachers and families at the elementary and middle school level.

Purpose

Here's My Child, Handle with Care provides teachers the opportunity to collect important information from families regarding their child at the beginning of a school year. This form allows families to "introduce" their child and gives the teacher basic knowledge that can be used as a foundation to build relationships and make the transition to a new year easier for everyone.

Logistics

Distribution at Enrollment

- *Here's My Child, Handle with Care* may be included in their enrollment packets. However, sending it out at a later date may give families more thoughtful time to complete the form.

Distribution through Classrooms

- If this is a school-wide initiative, appoint someone in the office or a volunteer to make and distribute copies of *Here's My Child, Handle with Care* to all participating teachers.
- Classroom teachers should distribute *Here's My Child, Handle with Care* during open house or during the first week of school.
- Provide teachers with extra copies of *Here's My Child, Handle with Care* so they can send it home with new students after the start of the school year.

Completed Returned Forms

- Completed forms should be returned to and read by the classroom teacher and filed securely in the classroom.

Best Practices

- *Cessna Elementary included the Here's My Child, Handle with Care form in their enrollment packet. When completed forms were turned in, they were put into stacks by grade level. Two days before school started, the grade-level team leader was given all forms and the grade-level teachers met and divided up the forms based on which students were in their classrooms. A master copy of the form was kept in the office for teachers who needed a copy throughout the year for new incoming students.*

Do you have a great idea for *Here's My Child, Handle with Care*? Email your MTSS Family Engagement Facilitator.

