

Classroom Communication Plan

Educator Name: _____

Classroom Name: _____

School Year: _____

Use this template to think through your communications with families. Consider your day, week, months, and year to decide on the frequency of each communication.

| What | When | Frequency | “Reach” | Format |
|--|------------------------|------------------|------------|----------------------|
| Greet each adult | Drop-off | Daily | Individual | Verbal, in-person |
| Photos of children engaged in activities | Throughout Day | Weekly per child | Individual | Digital – app/email |
| Newsletter | Friday | Weekly | Group | Hard copy & digital |
| Family Conference | Varies | Quarterly | Individual | In-person or virtual |
| Greet each adult | Pick-up | Daily | Individual | Verbal, in-person |
| Open House | Evening | September | Group | In-person & virtual |
| Special Events | Throughout School Year | Quarterly | Group | In-person |
| | | | | |