Families Are Full Team Members

This checklist includes steps and actions teams can take to ensure that families are included as full team members and are valued as experts vital to effective team functioning. Team members—including family members—are involved and engaged in various ways and to varying degrees over time. Families need to be supported to increase their level of involvement as comfort and trust build and as the team grows and learns together.

DEC Recommended Practices: Teaming and Collaboration 1–3, 5
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ecta Early Childhood Technical Assistance Center

Practitioner

Child

Date

Instructions

Rate how often you used each practice characteristic:

1. Seldom (0–25%)
2. Sometimes (25–50%)
3. Often (50–75%)
4. Almost always (75–100%)

Practice Characteristics

	1	2	3	4
1. Inform families that they are the experts on their child and are important members of the team.	○	○	○	○
2. Ask each family member how they prefer to be addressed (for example, Ms., Mr., or a first name), and honor those preferences.	○	○	○	○
3. Include families in identifying a practitioner from the team as the primary liaison between the family and other team members.	○	○	○	○
4. Share all information available to practitioners with families in a complete and non-biased manner.	○	○	○	○
5. Share information with the family that in plain language, so family members can understand and participate in conversations and decisions.	○	○	○	○
6. Provide multiple opportunities for families to meet with other team members and discuss information openly.	○	○	○	○
7. Schedule all meetings pertinent to the family and child at times and locations convenient for the family.	○	○	○	○
8. Prepare families for each interaction and solicit their input and ideas prior to any formal meeting.	○	○	○	○
9. Ask families how they want to contribute to and be involved in any team interaction, recognizing that this may change over time and with the purpose of each interaction.	○	○	○	○
10. Establish a climate that allows all team members to feel comfortable, share ideas, ask questions, suggest activities, and solve problems together.	○	○	○	○
11. Accept and support families' decisions in all ongoing interactions.	○	○	○	○