



**WEEKLY UPDATE | January 25, 2021**



# **FAMILY ENGAGEMENT AND SCHOOL READINESS**

Children’s learning happens in the context of relationships. Early interactions with important adults build babies’ brains and influence development. School readiness is the process of early learning and development, from infancy to school age, when children gain the skills and attitudes they need to succeed in school. Supporting families in their relationships with their children promotes learning, healthy development, and later success in school and in life.

Read more on the next page.



# Family Engagement and School Readiness: Building on Family Strengths to Promote Success

For Early Childhood Professionals



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## How can early childhood professionals engage families to support school readiness?

### Build supportive, trusting, and ongoing relationships with families

Look for strengths in families, such as the warm and responsive relationship they have with their child. Share your observations with the family. For example, "I've noticed she smiles as soon as she sees your face." Or, "I know it's hard for you when he cries as you leave for work. How can I help?"

Engage family members in discussions about their children's learning and development. For example, "She was stacking and knocking blocks over again and again today. She seems to be exploring how one action affects another."

Provide a warm, welcoming environment. Work with families to create spaces that reflect the cultures and values of their community.

Encourage families to join in and contribute to classroom experiences. For example, ask family members to share their special talents, like playing an instrument or telling a story.

Tailor communication to fit families' unique interests, cultures, and languages. Provide written information in the languages of families in your program.

Invite families to plan parent nights, offer input about curriculum planning, and join or lead professional development learning opportunities.

Adapted from [Understanding Family Engagement Outcomes: Research to Practice Series, Family Engagement and School Readiness](#).

This document was developed with funds from Grant #90HC0014 for the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, and Office of Child Care, by the National Center on Parent, Family, and Community Engagement. This resource may be duplicated for noncommercial uses without permission.

## Invite families to explore all areas of school readiness with their children

Domain of Learning and Development	Ideas for families to promote school readiness:
<b>Social and Emotional</b>	Recognize and respond to children's needs by modeling kindness, sharing, and working together.  Engage in warm and sensitive interactions to promote self-regulation (the ability to manage one's emotions).
<b>Language and Literacy</b>	Talk, read, sing, and tell stories.  Speak and read to children in their home language(s).
<b>Cognition</b>	Play peek-a-boo or hide and seek.  Join in problem-solving tasks, such as placing puzzle pieces or counting objects.  Ask a child to tell a story and provide props for imaginary play.
<b>Perceptual, Motor, and Physical</b>	Encourage movement—dancing, running, skipping, drawing, and painting.  Play outdoor games that involve movement and following directions.
<b>Approaches to Learning</b>	Encourage creativity and curiosity.  Play with children so they engage longer, with more focus and more complexity.

Each of these areas represents a domain of learning and development. We recognize that children's learning experiences are integrated and can support more than one domain at a time. As skills develop in one area, they lead to growth in other domains. To learn more about fostering skills and behaviors essential to school readiness, go to the Head Start Early Learning Outcomes Framework at <https://eclkc.ohs.acf.hhs.gov/school-readiness/article/head-start-early-learning-outcomes-framework>

Early childhood professionals and their situations are unique. How might these ideas work for you and your program?



What strategies do you already use to promote school readiness?

For more information about this resource, please contact us:

[PFCE@ecetta.info](mailto:PFCE@ecetta.info) | 1-866-763-6481



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



NATIONAL CENTER ON  
Parent, Family and Community Engagement

# Stay CONNECTED WEEKLY UPDATE



## Information Technology Department

### HOW TO BACK UP YOUR EMAIL

**PLEASE NOTE:** If your primary access to email is via a web browser (i.e., Google Chrome, Internet Explorer, Microsoft Edge, Firefox, etc.), this message does not apply to you.

If you are still unsure on how you access your email, please contact IT.

“How-To” document (click [here](#)) is provided to instruct and guide you in creating a backup of your mailbox.

After you successfully create a backup of your mailbox, please go through your Outlook Inbox, and delete old email messages – IT suggests deleting messages that are **older than 2 years**. After deleting the messages, please make sure that you **also delete the messages that are in your Deleted Items folder**. If you are worried about deleting necessary emails, remember that you still have a backup copy of the messages you are going to delete. IT can provide assistance in retrieving old email messages.

We are asking you to pare down your email messages because collectively reducing the size of our Outlook mailboxes will expedite the migration and cutover to Microsoft 365.

***We ask that you backup your mailbox no later than Thursday, February 11, 2021.***

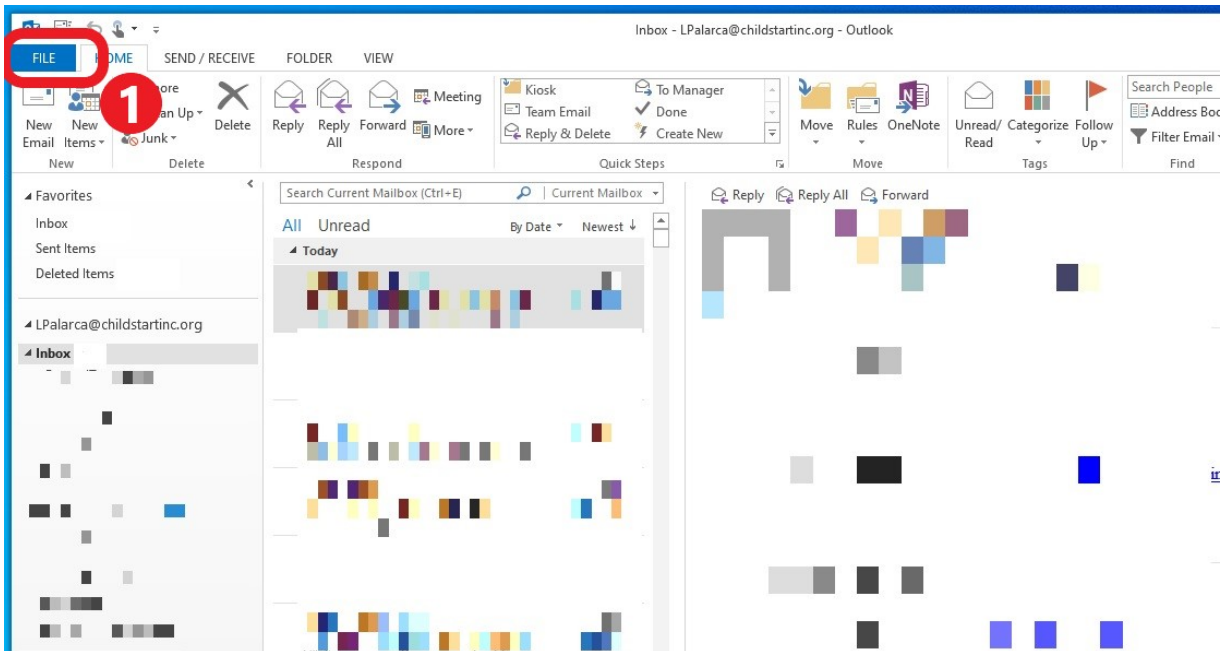
Please direct any and all questions/concerns to the **IT Helpdesk**. Please contact IT if you need assistance.



# How To Backup Your Email in Microsoft Outlook

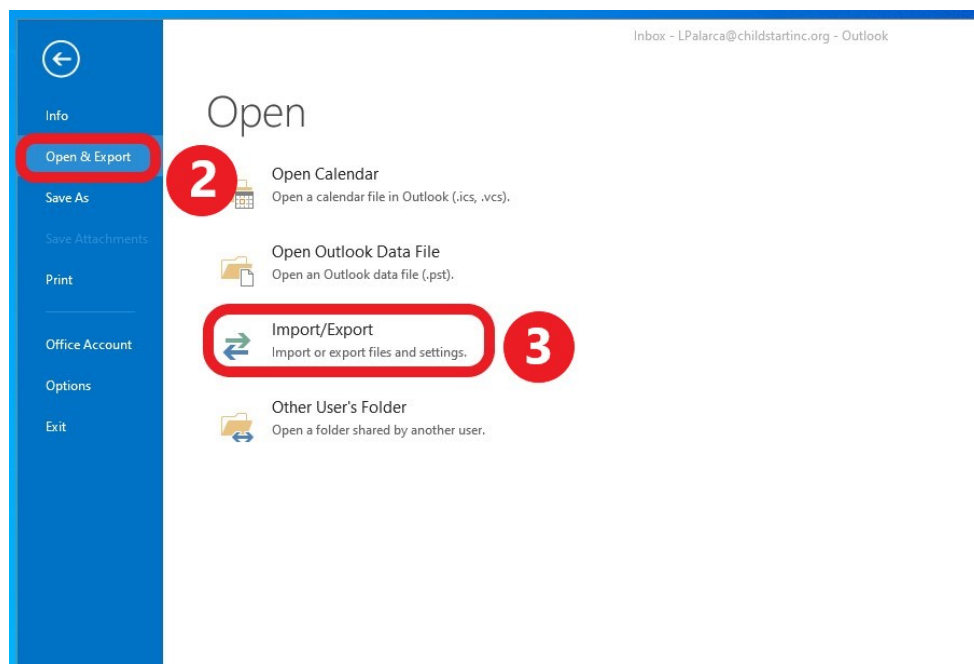
A. Open Microsoft Outlook on your computer.

1) Click on **FILE** on the menu bar

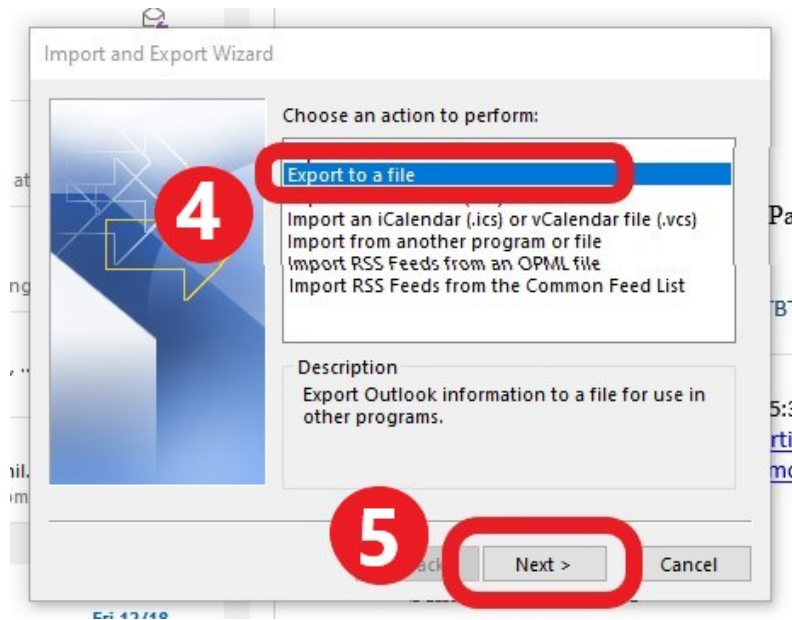


2) Select **Open & Export**,

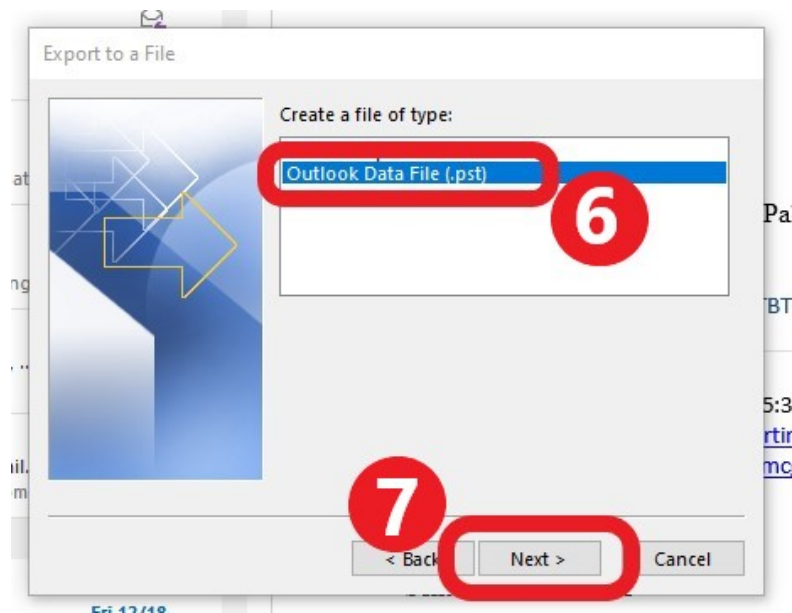
3) Click on **Import/Export**



- 4) In the *Import and Export Wizard* window, select **Export** to a file
- 5) Click on **Next**

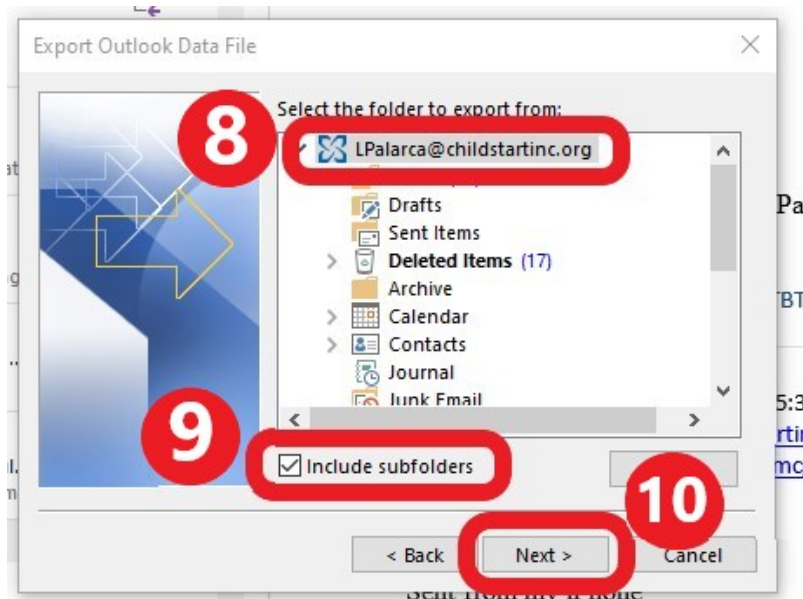


- 6) In the *Export to a File* window, select **Outlook Data File (.pst)**
- 7) Click on **Next**

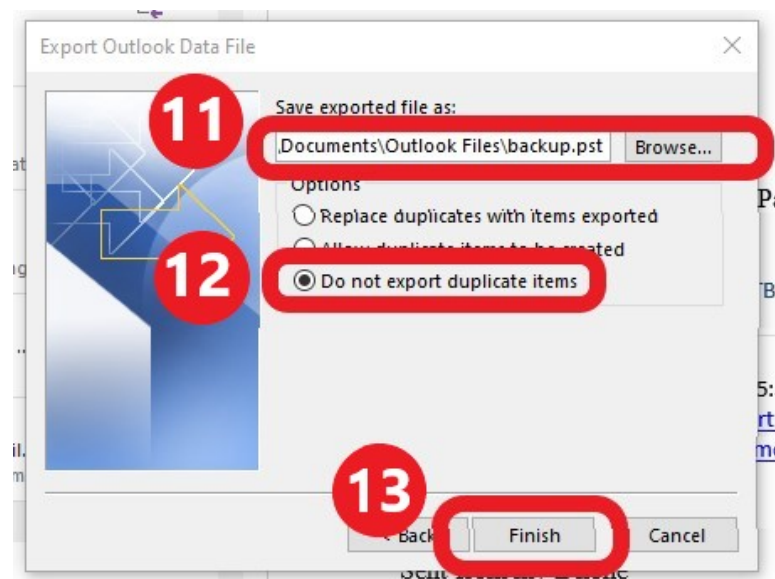




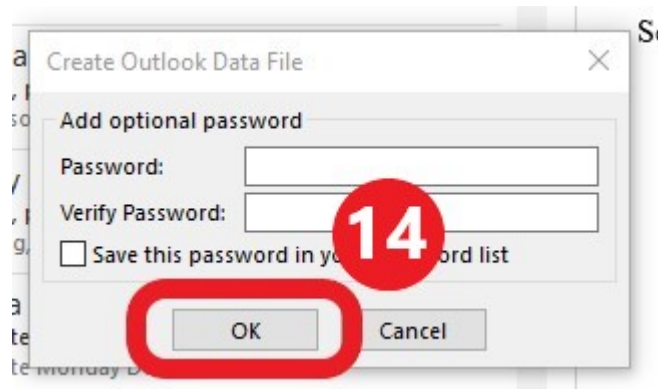
- 8) In the *Export Outlook Data File* window, select the top object which is **your email address**
- 9) Make sure the checkbox **Include subfolders** *IS* selected and checked
- 10) Click on **Next**



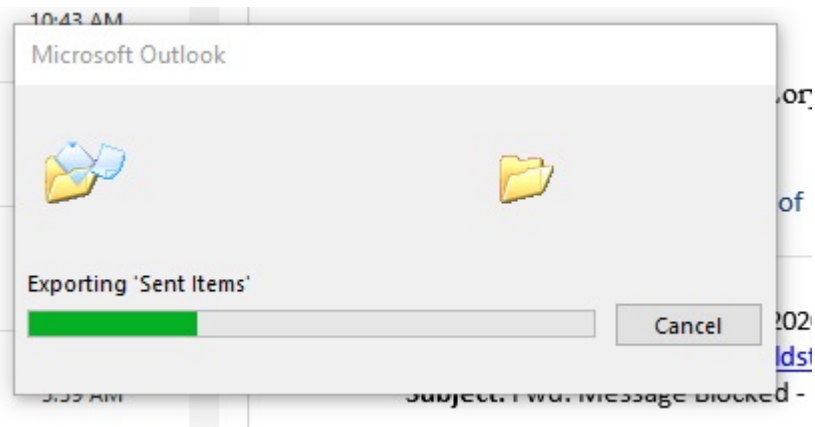
- 11) In the *Export Outlook Data File* window, take note of the backup filename and the location of where the backup file will be saved (the default filename is **backup.pst** and the default location should be under your Documents folder).
- 12) Make sure the radio button **Do not export duplicate items** *IS* selected
- 13) Click on **Finish**



**14)** In the Create Outlook Data File windows, click on **OK**



**15)** A window similar to the one below will show the progress of your email backup and will disappear once the backup is completed.



Please call the IT HelpDesk if you need assistance.



# Stay CONNECTED WEEKLY UPDATE



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Website: [www.childstartinc.org](http://www.childstartinc.org)



Contact: Luis Pineda  
707-333-1874



Email: [lpineda@childstartinc.org](mailto:lpineda@childstartinc.org)

## This Week Trivia Question



- ▶ **Who founded the National Association for the Education of Young Children?**



- ▶ Submit your answers by sending an email to:

[lpineda@childstartinc.org](mailto:lpineda@childstartinc.org) By Thursday January 28, 2021.

### Last week's trivia Question answer:

What is the meaning of **Developmental milestones**?

Example(s): rolling over, crawling, walking, and talking.

- a) Not influenced by personal feelings, interpretations, or prejudice
- b) Are physical or behavioral signs of development or maturation of infants and children
- c) A flat, portable case for carrying loose papers, drawings, etc.
- d) None

If your answer is **b) Are physical or behavioral signs of development or maturation of infants and children**, you are right!!

*"A teacher affects eternity; he [or she] can never tell where his influence stops."*

- Henry B. Adams -



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