

## October 4, 2010 SEAC Presentation Parent Communication Template

**Intro:** The template provides an effective and simplified means of communication with others who will be caring for your child. Caregivers will be better equipped to help your child succeed in varied environments if they understand needs, preferences, and positive coping strategies with which to support your child.

**Template purpose:** Consolidate basic information into an easy format to facilitate clarity in communication. *The template is intended to offer ideas for effective coping strategies when working with your child as well as to open positive avenues of understanding regarding your child's individual needs and preferences.*

**Means of communication:** The template can be used to forward to a caregiver in written form or used as a prompt for verbal communication.

**Recipients of template information:** These may include anyone that will be caring for or providing services for your child such as:

- Pediatricians
- Dentists
- Therapists
- IEP staff
- Classroom teachers
- Community education staff
- Babysitters
- Grandparents and other extended family members
- Places of worship
- Parents involved in a play date environment
- Children's parties or celebrations
- Any recipient who you believe may benefit from a more in-depth understanding

**Tips:**

- Try to limit your communications to critically-needed information and coping strategies related to the environment/recipient you are addressing
- Your template information will change regularly as your child develops, as you learn what is most helpful in communicating to others, and according to template recipient (i.e.: a parent hosting a birthday party generally needs significantly less information [likely communicated verbally] vs. an IEP staff which will need more comprehensive information provided)
- The template is intended to provide understanding and ideas to others caring for your child; it is not a dictation of “must do” strategies since your child will likely respond differently to various environments, other children, and adults
- Highlight **positive** traits, strengths and skills that your child possesses; **use the template to set your child up for success** in the environment
- If template recipients express concern or doubt regarding their ability to meet your child’s needs, express your confidence in them, again highlight your child’s positive attributes, and encourage recipient that you will provide any continuing information and support they might need
- Be sure to emphasize continuing communication/questions if the template is being used with someone who will be working regularly with your child; your objective is to create a **positive, team-effort relationship** to support your child
- If/when conflicts arise in a caregiver’s relationship with your child, it is usually most helpful to follow these steps:
  - First, listen carefully and non-judgmentally to the caregiver’s concern
  - Reflect back to the caregiver what you have heard (this ensures that you have a clear understanding of their concerns as well as confirming to them that you have heard them)

- Offer ideas that you believe might be helpful; ask the caregiver how they feel about trying the newly proposed ideas
  - Again, offer your continuing support to work together as a team to ensure the success of all involved
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**Westonka SEAC**  
**Parent Advocacy Communication Template**

<u>Date:</u>		
<u>Child's name:</u>	<u>Child's age:</u>	
<u>Parent name:</u>		
<u>Phone number:</u>	<u>Email:</u>	
<b><u>These facts about my child may be helpful to you as you get to know him/her:</u></b>		
<u>Areas of anxiety:</u>		
<u>Personal space needs:</u>		
<u>Food/eating preferences:</u>		
<u>Toileting:</u>		
<u>Sensory preferences:</u>		
<u>Physical assistance needs:</u>		
<b><u>Behavior:</u></b>		
<u>If you see this:</u>	<u>This may help:</u>	<u>This may aggravate:</u>
<b><u>Here are some things my child likes:</u></b>		

Please feel free to contact me with any questions or concerns.