

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