

# School Council Tip Sheet

## Parent/Caregiver Involvement: A Checklist



Use this handy checklist to review your current parent/caregiver engagement activities, and to stimulate discussion and ideas for future activities and events.

- Have we used surveys and other information-gathering tools to assess what parents/caregivers need and want, and to ask for their opinions and suggestions?
- Have we determined the barriers which may impede some parents/caregivers from participating?
- How do we create an inclusive environment?
- Have we explicitly invited parents/caregivers to volunteer in a variety of school activities?
- Do we know which of our communications parents/caregivers are using, and what forms of communication they would like more of?
- Do we have an organized plan for parent/caregiver engagement activities this year?
- Do we know who has assumed responsibility for each activity within the plan?
- Do we respond immediately when parents/caregivers indicate a willingness to volunteer or participate in other ways?
- Do we have a school information package for newcomers?
- Do we have an organized method for meeting and welcoming new families?
- Have we successfully addressed barriers to parent/caregiver participation such as childcare, transportation, language services and off-site/off-hours events and programs for those who cannot attend regular events?
- Do we regularly provide school events that showcase student work and activities, address issues of concern, and provide information of interest to parents/caregivers?
- Do we occasionally involve the community in the life of the school through such events as career and community fairs?
- Do we provide parents/caregivers with the information they need to work effectively with school staff, and that helps them support their children at home?
- Do we celebrate our multicultural community by offering events that feature varied traditions, customs and sports?
- Do we prominently display information about parent/caregiver groups in a high visibility area of the school?
- Do we ensure that the parent/caregiver group has a presence at all school events?
- Do we send frequent reminders to parents/caregivers to ensure that school and group events remain highly visible and top of mind?
- Do we participate as guest speakers wherever possible in the community, outside of school?
- Do we recognize the efforts of parents/caregivers and community members to encourage greater involvement and participation?