

Building Inclusive Communities Practice Checklist			
Team Member Completing the Form:			
Date:			
Setting/Program:			
	Yes	Sometimes	Not Yet
Does your program have a way to understand the needs of participants and families before they begin, so you can ensure your program is inclusive and accessible?			
Do you communicate with families prior to the first session/day of your program (e.g., share important information about the program such as the daily schedule, any necessary materials, staff bios, overall expectations, etc.)			
Can families meet with staff prior to their child starting?			
Do you provide clear instructions for drop off/pick up, including signage so families know exactly where to go?			
Do you have name tags for each participant?			
Do you have a plan for how to welcome every learner and family into your space when they arrive on the first day?			
Have you gathered feedback on how you can create a more inclusive community from families and participants?			
What are the next steps for building an inclusive community in your program?			

