CARVEYTEACH

Connecting with Families

40 templates for communication in child care

Editable Word and printable pages
User guide and Illinois official resource directory



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For family child care providers and early childhood teams.

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Independent CarveyTeach resource. No government affiliation or endorsement.

How to use this resource

Start with one need

Choose a template from the index. You do not need to give every page to every family. A welcome note, communication preferences and a brief daily update are useful starting points.

Personalize in Word

Replace bracketed fields and type in the response spaces. Change wording, expand responses and add your program name. Page breaks keep templates separate; check print preview after editing.

Print only what you use

The PDF is ready for 8.5 by 11 inch US Letter paper. Print at 100 percent and complete by hand. The PDF does not have electronic fillable fields. Reuse the page for another child or date.

Listen before completing

Offer an oral response, writing or interpretation support. Family activities are voluntary. A busy schedule does not mean a lack of interest.

Keep only what you need

Store individual pages where access is limited. Use private channels. Avoid details about other families, unnecessary diagnoses or images without permission.

Child information and consents

CFS 428 gathers child and care information. CFS 593 includes day care consents and states that it is not for DCFS wards. Confirm the applicable version and authorizations before using it. [4–7]

CFS 428 EN

Application Record of Child Information

CFS 428 ES

Expediente de Información del Niño

CFS 593 EN

Consents to Day Care Providers

CFS 593 ES

Consentimiento Para Proveedores de Cuidado Diurno

Do not turn template 04 or 18 into a pickup authorization, or template 37 into medication authorization. Use the official document and relevant procedure.

01 Welcome to our program

WELCOME

Personalize before sharing. Invite the family to tell you how they would like to participate.

Words to adapt We are glad to welcome [family]. We want to get to know [child] and build a supportive routine together.

Program [ ] Date [ ]
Child or family [ ]

Program name and contact person

What we want your family to experience here

What the first week will look like

How to share questions and needs

Person completing this page [ ]

Original communication template. Private use. Does not replace official forms.

09 Our day together

EVERYDAY COMMUNICATION

Share one concrete observation and a short invitation. Avoid comparing children.

Words to adapt Today [child] explored [experience]. We noticed [observation]. Is there anything you would like us to know for tomorrow?

Program [ ] Date [ ]
Child or family [ ]

What we explored and enjoyed today

A child's words gesture or discovery

Support offered and the child's response

Something the family would like to share tomorrow

Person completing this page [ ]

Original communication template. Private use. Does not replace official forms.

29 Agreements and follow up record

CONVERSATIONS

Describe observable actions and a realistic date. Share a copy privately.

Words to adapt We agreed to try [action] and review it on [date]. If something is not helping, we can adjust the plan.

Program [ ] Date [ ]
Child or family [ ]

Goal agreed with the family

Program action and person responsible

Optional family action and support requested

Follow up date and what we will observe

Person completing this page [ ]

Original communication template. Private use. Does not replace official forms.