



Tasks	Person Responsible	Due Date
<b>School Planning: First Steps</b>		
<ul style="list-style-type: none"> <li>■ Identify your school lead and set WTK Family Orientation date.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Establish WTK school planning/review team (e.g. Administrator, teachers/educators, Resource teacher, teacher librarian, Music, PE teacher).</li> </ul>		
<ul style="list-style-type: none"> <li>■ Refer to the WTK planning and preparation resources in eLearning, e.g. <i>Designing Your WTK Centres, WTK Partnership Guide</i> etc.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Confirm school team roles and responsibilities.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Invite and inform potential community partners of the WTK Family Orientation date.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Notify Parent Council of date and possible support request.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Invite district leadership to WTK Orientation Sessions.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Invite Indigenous leaders and Elders to plan and attend WTK Orientation session.</li> </ul>		
<b>Identify Professional Learning Needs</b>		
<ul style="list-style-type: none"> <li>■ Identify staff to attend introductory or refresher WTK professional learning sessions.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Where necessary, work with the WTK Program Manager/district contact to schedule trainings.</li> </ul>		
<b>Communication</b>		
<ul style="list-style-type: none"> <li>■ Organize communication with families about WTK session:               <ul style="list-style-type: none"> <li>■ E-mail and/or print the evite post cards and distribute at</li> <li>■ Registration and/or e-mail as a reminder closer to the date;</li> <li>■ Post the evite on the school website;</li> <li>■ Include the date in school calendars;</li> <li>■ Include the date in school/class newsletters;</li> <li>■ Include evite and date on the school display;</li> <li>■ Send information to Community Partners for broader distribution.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>■ Contact Community partners – e.g. Public Health Nurse, Public Librarian, Childcare, Indigenous Friendship Centres, Pre-School Centres, Community Parks and Recreation, Police/RCMP, etc.</li> </ul>		

<ul style="list-style-type: none"> <li>■ Post WTK Advertising Posters to inform families of event in neighbourhood and places that families will see it; advertise on school website and with community agencies.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Distribute invitations or reminder notices to families closer to the date.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Follow up with phone calls to confirm family attendance just prior to the date.</li> </ul>		
<b>WTK Bags</b>		
<ul style="list-style-type: none"> <li>■ Check contents to: <ul style="list-style-type: none"> <li>▪ Ensure all items are included in the bag.</li> <li>▪ Add playdough to each bag.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>■ Ensure Parent Page translations from the WTK website are available.</li> </ul>		
<b>Planning the WTK Orientation</b>		
<ul style="list-style-type: none"> <li>■ Create a plan for families requiring additional support and for children with diverse learning needs.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Decide where families will gather to be welcomed. Welcoming activities might include: playing the WTK song; having books, crayons and paper, blocks available for children; sharing a PPT; slide show of current Kindergarten and/or school activities, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Designate staff person (Principal) to welcome families, introduce staff, community partners and visitors, and review the WTK Key Messages.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Plan the interactive play-based activities that model how families can use each of the WTK resources in the bag at home. See <i>Designing Your WTK Centres</i>.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Consider location of centres – sufficient space; noise level; some centres located in quieter location or outdoors; furniture needed (have enough chairs).</li> </ul>		
<ul style="list-style-type: none"> <li>■ Consider providing healthy snacks.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Student leaders/Buddy Class <ul style="list-style-type: none"> <li>▪ Consider recruiting student leaders to welcome the families as they arrive or guide family groups from centre to centre.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>■ Organize how translators will support families.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Decide if and where childcare for younger siblings will take place.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Consider inviting parent volunteers/buddy class to assist e.g. making play dough, babysitting during the WTK session.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Consider taking photos of each child as they arrive but be aware of restrictions and latecomers.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Consider inviting the Chair of your Parent Council to be introduced to families.</li> </ul>		
<ul style="list-style-type: none"> <li>■ Consider creating a display on a table or moveable board about WTK and contents of the bag.</li> </ul>		

■ Consider how you will track attendance. (E.g. name tags, labeling the bags).		
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## Implementing the WTK Family Orientation Session

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| <ul style="list-style-type: none"> <li>■ Centre leaders will:             <ul style="list-style-type: none"> <li>▪ discuss and reinforce the WTK Key Messages and information on the Posters for each centre;</li> <li>▪ promote parent-child engagement and interactivity;</li> <li>▪ model the use of the resources in the bag to promote play-based learning at home;</li> </ul> </li> <li>■ Share the online resources located on the WTK website such as the WTK Calendar, Music, the WTK App, and Cookbook.</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>■ Facilitate the completion of the Parent Survey.<br/>A strategy to consider is:             <ul style="list-style-type: none"> <li>▪ Hold a brief meeting for parents immediately following the centres, while the children have a supervised free play, story time, or tour of the classroom.                 <ul style="list-style-type: none"> <li>● Explain the importance of completing the Parent Survey.</li> <li>● Provide Parent Survey on tablet or a QR code.</li> <li>● Share the WTK resources for families on the WTK website.</li> <li>● Share information about coming to Kindergarten.</li> </ul> </li> </ul> </li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>■ Distribute a WTK bag to each in-coming Kindergarten child.</li> </ul>   |  |  |

## Follow-up to WTK Family Orientation

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| <ul style="list-style-type: none"> <li>■ After Session Debrief:<br/>Discuss/Review:             <ul style="list-style-type: none"> <li>▪ the questions on the Implementation Survey;</li> <li>▪ strategies to attain even higher participation;</li> <li>▪ challenges and opportunities: what went well, what do we change;</li> <li>▪ how well we implemented the essential elements of the WTK program;</li> <li>▪ the plan for families unable to attend and finalize arrangements to meet with them;</li> <li>▪ gather community partner feedback, as appropriate;</li> <li>▪ strategies used to secure Parent Survey data and possible improvements.</li> </ul> </li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>■ Complete the school WTK Implementation Survey as soon as possible after the Family Orientation (before the deadline).</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>■ Follow-up with those families absent at the WTK Orientation session.</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>■ Convey appreciation to community partners and all members of the school team.</li> </ul>  |  |  |