

Cabarrus County Local NC Pre-K Guidelines

Plan for working with families with Limited English Proficiency

The NC Pre-K Local Committee recognizes that communication with LEP families can vary greatly in private sites and school sites, due to home language of the family and accessibility of translators. However, if staff members are not able to communicate sufficiently with a family, they are required to reach out to one of these locations for assistance:

1. Choice translating or Language Line via phone
2. Community College or local colleges for volunteers
3. Family member or friend who is available and over 18 years old. Due to the nature of some of the family discussions, it is inappropriate for the staff to rely on small children in the home for translation.
4. In some instances, an online translator can be appropriate, depending on the nature of the topics to be discussed with the family.

Family communication, including use of translation services, must be documented in the current child files kept on site and should be reviewed at monitoring to determine that the family is being served appropriately in this area.