Dear Early Learning Center Director and Teacher:

Hi! My name is \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_. I am here as a member of Philadelphia Infant Toddler Early Intervention. I work for Provider Agency as an Early Interventionist. My job title is \_\_\_\_\_\_ \_\_\_\_\_\_\_\_. You can reach me by phone at XXX XXX XXXX or by emailing \_\_\_\_\_\_\_\_\_\_.

My role in your Early Learning Center is to support child’s name to be most successful in your classroom. I have a signed release from this child’s family to share information that would support his or her success within your center.

I CAN DO MY BEST WORK WHEN:

* I schedule my visit at a convenient time for your class and this child.
* I support the child to participate in the routines and activities of the class by observing and learning from you about what is happening.
* I can find out from you what is working and what you know about this child.
* You let me know if there are activities or times that are harder for this child.
* I can share strategies that I know and offer suggestions about how to make things easier.

TO BEST SUPPORT child’s name’s LEARNING, I WILL NOT:

* Isolate this child with me or ignore the other children and only focus on this one child.
* Add more work for you or take away from other children.

Some of the time I’ll want to just watch and see how this child is fitting in. Some of the time I will work directly with this child in your class and some of the time we will want to share information.

I’ll need your help to know and adhere to your schedule, classroom rules and philosophy. Thanks for having me as a guest in your classroom and for providing this rich setting for teaching children how to interact successfully with their friends.

Sincerely,

Early Interventionist