FAMILY INVOLVEMENT

CLERC CENTER
AT GALLAUDET

Checklist: Hosting ASL Classes

This checklist supports the planning and implementation of ASL classes for families, ensuring that offerings are accessible, well-structured, and aligned to the communication needs of the school community.

1. Vision & Purpose (Before Logistics)

- ◯ Clarify purpose:
  - Family communication access?
  - Staff professional development?
  - Community outreach?
  - Target group(s)?
- ◯ Determine course levels (ASL 1, survival signs, conversational, advanced)
- ◯ Decide duration (6 weeks? Semester? Ongoing?)

2. Scheduling & Time Planning

- ◯ Consider surveying participants first for preferred days/times.
- ◯ Select day of week (consider participants work schedules)
- ◯ Confirm start/end time (of each session, i.e. 10am-12pm or 6)
- ◯ Align with school calendar (avoid conferences, major events)
- ◯ Determine total number of sessions
- ◯ Build in snow/weather cancellation plan
- ◯ Set up registration with a clear deadline
  - Consider including preferred method of communication in the registration
- ◯ Set calendar invites/reminders

3. Space Planning

- ◯ Reserve space large enough for movement and visual sightlines
- ◯ Ensure good lighting (critical for ASL visibility)
- ◯ Arrange chairs in circle or U-shape (not lecture style)
- ◯ Ensure writing materials (paper, pencils, and pens) are available if needed
- ◯ Confirm projector/large screen if needed
- ◯ Provide whiteboard and markers
- ◯ Ensure space is ADA accessible for all participants
- ◯ Confirm after-hours building access procedures (if necessary)
- ◯ Identify restrooms and signage (where to go, i.e. restroom, room numbers, elevators, etc.)
- ◯ Arrange custodial support if needed

4. Instructor & Staffing

- ◯ Confirm qualified ASL instructor (credentials/experience/Deaf)
- ◯ Clarify pay rate and contract
- ◯ Determine payment source (grant, general fund, program funds)
- ◯ Confirm substitute coverage if instructor will need to miss miss teaching time or any other commitments
- ◯ Identify on-site contact person for each session
- ◯ Ensure tech support access if needed
- ◯ Clarify expectations:
    - Curriculum
    - Homework
    - Attendance tracking
    - Communication with families
    - Language of instruction

5. Childcare Planning (Critical for Family Participation)

- ◯ Decide whether childcare will be offered
- ◯ Budget for childcare staff
- ◯ Confirm staff background checks
- ◯ Reserve separate childcare space
- ◯ Ensure age-appropriate materials/toys
- ◯ Set child-to-adult ratio
- ◯ Determine sign-in/out procedures
- ◯ Clarify liability/waiver process

Participation increases significantly when childcare is offered.

6. Budgeting

Instructor Costs

- ◯ Instructional time
- ◯ Prep time compensation (if applicable)

Operational Costs

- ◯ Custodial overtime (if after hours)
- ◯ Security (if required)
- ◯ Childcare staff pay
- ◯ Materials/printing
- ◯ Interpreter costs (for languages other than ASL and English)

Hospitality

- ◯ Coffee, tea, water
- ◯ Light snacks
- ◯ Paper goods (cups, napkins)
- ◯ Budget line for approximately $5–10 per session per 15–20 participants

Optional:

- ◯ Incentives (completion certificates, small ASL dictionaries, branded school apparel and items)

7. Registration & Communication

- ◯ Create registration form (include childcare needs)
- ◯ Confirm participant cap (based on room size and consider appropriate ratio between instruction and participants)
- ◯ Send confirmation email with:
  - Location
  - Parking info
  - Start time
  - Childcare procedures
  - Contact information
- ◯ Send reminder 48 hours before every session
- ◯ Post signage in building on class nights
- ◯ Provide contact info for last-minute issues

8. Materials & Supplies

- ◯ Instructor materials prepared
- ◯ Printed handouts (if needed)
- ◯ Sign-in sheet
- ◯ Name tags
- ◯ Markers, whiteboard supplies
- ◯ Extension cords / tech adapters

9. Equity & Access Considerations

- ◯ Provide interpretation if multilingual families are attending
- ◯ Ensure materials are visually accessible
- ◯ Offer transportation support information (if applicable)
- ◯ Ensure communication is culturally responsive
- ◯ Consider offering virtual option if feasible

10. During the Course

- ◯ Provide interpretation if multilingual families are attending
- ◯ Ensure materials are visually accessible
- ◯ Offer transportation support information (if applicable)
- ◯ Ensure communication is culturally responsive
- ◯ Consider offering virtual option if feasible

11. End-of-Course Wrap-Up

- ◯ Collect feedback survey
- ◯ Review budget vs. actual costs
- ◯ Document improvements for next cycle

Administrative Reflection Questions

- Did childcare increase attendance?
- Was the time slot accessible?
- Did families feel welcomed?
- Was the instructor supported?
- Is this sustainable annually?