 Site Agreement

# Welcome to LENA Grow!

## We’re excited to partner with you to change lives together.

Whether you are a child care center, school, or family child care home, you play a pivotal role in LENA Grow’s success.

Our organization agrees to provide your site with the LENA Grow program, working collaboratively to ensure a smooth experience. This agreement outlines some of the most important ways a site can set up a classroom for success. Please review carefully and talk with your LENA Grow coach if you have any questions.



# Site Commitments

Site leadership sets the tone for how LENA Grow will be embraced and embedded in your organization. Specifically, you will help:

* Foster enthusiasm
* Support teachers
* Engage families
* Collaborate with coaches

## Getting Started

1. Identify a main contact to communicate with the **LENA Provider** and ensure on-site tasks are completed.
2. Work with the **LENA Provider** to decide which classrooms will participate, a target timeline for each one, and who will coach.
3. Provide coach with program information (including but not limited to): classroom names, teacher names/emails, and availability for coaching sessions.
4. Site leadership attends Orientation with teachers and supports them in the family consent collection process.
5. Provide coach with enrollment information for each classroom: child first names, last names, and dates of birth.
6. Receive and distribute LENA Room kits (one box per classroom) for use during the LENA Grow Sequence.

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### Preparing Technology

1. Provide a Windows computer and install LENA Hub software.
2. Designate on-site staff to complete the following weekly tasks:
	* Process and charge LENA devices (training will be provided). Return charged devices to classroom before next LENA Day.
	* Launder LENA vests and return to classroom before next LENA Day.
	* Print color copies of LENA reports (reports may be emailed by coaches in addition to printing).
	* Print (or share electronically) weekly family engagement resources for teachers to share with families.

### During the Sequence

1. Follow Sequence Schedule agreed upon with **LENA Provider**. Ensure teacher Orientation, LENA Days, and coaching sessions occur as planned, and notify coach in the event a teacher is unavailable.
2. Ensure participating teachers have class coverage to attend the following sessions, ideally outside of the classroom (either in-person or virtually):
	* Teacher Orientation (1 hour)
	* Session 1 (1 hour)
	* Sessions 2-4 (30 minutes each)
	* Session 5 (1 hour)

## Wrapping up

1. Return LENA classroom materials (other than the Teacher Guide and posters) at the end of the LENA Grow sequence. (Pre-paid shipping labels will be provided.)
2. Celebrate teachers’ accomplishments!

LENA Provider signature

Date

Site primary contact signature

Date

### For more information, contact:

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