**CAREGIVER TRAINING FOR CICO**

This can be done at a meeting with caregivers, if possible, or over the phone. This should not be the first time the caregiver(s) have heard about the program. They should have given permission and been consulted on the program for their child.

Your child has been identified to participate in Check In Check Out (CI/CO) with a Daily Progress Report. An important part of this program is the Home Connection, sharing in the day’s success as well as areas for improvement.

**Rationale for CICO**: “As we discussed, we are going to start the CICO program (your school’s program) with \_\_\_\_ (student’s name). The point of this program is for \_\_\_\_\_ (student’s name) to have positive interactions with teachers, staff and you for following school expectations so your child is more likely to meet those expectations in the future.

**Procedure**: “We will ask your child to:

1. Pick up a card with the school rules and ratings on it at check in every morning.

2. Carry card with him/her to all classes.

3. Take card to check out at the end of the day.

4. Receive a reward or points toward a reward.

5. Take card home at end of day to be signed by you, the caregiver(s).

6. Bring card back to school the next day.

**CICO Caregiver Training**

**Things to Say to Students**

* + - Allow your child to do the talking as they walk you through their Daily Progress Home Connection.
		- Ask questions that will help clarify or explain anything that you are unclear about, and give your child an opportunity to explain their thinking.
		- Remain positive - everyone has room for growth, and everyone can grow with hard work. Frame your conversation in a way that will push students to show grit and growth toward the goals that you and he or she set.

“We want this to be positive for your child. When they meet their goal, you might say things like, ‘Wow! Nice work today,’ or ‘You have done a great job following all the rules this week!’

If your child did not meet their goal, you can encourage them to do better the next day, ‘What can you do to meet your goal tomorrow?’ or ‘I know that if you work hard, you can meet your goal tomorrow.’ Please do not punish or be negative to him/her if s/he did not meet the goal. If so, s/he may not want to participate in the program.

“Please contact \_\_\_\_\_\_\_ (CICO coordinator) if you have any questions or concerns about this program.”