



# Site Information Questions for Contracted Coaching

## Site Communication

**Site name:** \_\_\_\_\_

**Center director name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Site shipping address:** \_\_\_\_\_

**Site shipping contact name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## Site Logistics

**Who will process devices on site each week?** \_\_\_\_\_

*This is completed once each week for each classroom. Instructions will be provided. If the site does not have staff to assist with device processing each week, determine a plan to support this.*

**How many classrooms will participate during this LENA Grow sequence?** \_\_\_\_\_

**How will you share LENA Family Engagement materials with families (*one page per child for each of the 5 weeks*)?**

- ☐ Share electronically.
- ☐ Share printed copies.
- ☐ Share both printed and electronic copies.

**Are you able to provide classroom coverage for participating teachers?**

- ☐ 1 hour: Teacher Orientation
- ☐ 1 hour: Coaching Sessions Week 1
- ☐ 30 minutes: Coaching Sessions Weeks 2-4
- ☐ 1 hour: Coaching Session Week 5

**What coaching model will you use?**

- ☐ In-person coaching.
- ☐ Virtual coaching.

*If virtual, verify that teachers have access to laptops or tablets with audio so they can participate in the coaching sessions.*

**Do any rooms require a Spanish-speaking coach?** \_\_\_\_\_

**Do you anticipate any new children to be added to this room before they begin LENA Grow?**

Yes ☐

No ☐

**Are there any known upcoming changes in classroom rosters or staffing for the duration of the 5-week program?**

*It's understood that some changes may occur. However, note timing for any known staffing changes, times of year when all or most children change classrooms, or times of low enrollment when classrooms typically combine. Adjust the implementation timeline to avoid these times if known.*

**What is the best way for you to communicate changes to a classroom (class roster, teacher changes) right before or during the LENA Grow program?**

**Other information:**



**For more information, contact:**

303-441-9085 | [info@lena.org](mailto:info@lena.org) | [www.LENA.org](http://www.LENA.org)

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