

Education and Early Childhood Development

Task: Conducting the Second Parent/Teacher Conference

Task	Person Responsible	Time to be Completed
<p>3. Conduct the Parent/Teacher Conference and perform the following:</p> <ul style="list-style-type: none"> • Report updates on LAP: Birth to Kindergarten and Learning Report • Review the results of any new screenings • Review and provide parent with a copy of the ChildPlus Report 3030 if requested • Obtain Parent and Staff Signatures • Provide parents with the Parent Survey. Explain the purpose and procedure. <ul style="list-style-type: none"> ○ The survey is used to obtain ongoing input from parents regarding program and classroom operations throughout the year. ○ The survey will be left with parent and can be returned anonymously if desired. • Review the LAP: Birth to Kindergarten and Learning Report that it was provided on the Parent Teacher Conference Report. • Review the Emergency Report (CP 1520) and make any necessary changes (Refer to Emergency Contact SOP) • Complete the Parent Teacher Conference Report. <ul style="list-style-type: none"> ○ Fill in the appropriate boxes with the child's name, date, etc. ○ Be sure all items have been discussed and checked off. ○ Solicit parent input, including goals for their child, and document on the form ○ List any necessary follow-up. ○ Document any other comments or concerns. ○ Have both teacher and parent sign the form. • Have parent complete the Meeting Time Donation Form <ul style="list-style-type: none"> ○ Fill in the date ○ Enter the status for the parent ○ Enter the center ○ Have parent sign ○ List the time the PT conference began ○ List the time the PT conference ended ○ Enter the total hours of the PT conference 	<p>Teacher; Assistant</p>	<p>During the first conference</p>
<p>4. Submit the Family Survey to the Family Services Manager.</p>	<p>Teacher; Assistant</p>	<p>After the conference</p>
<p>5. Compile results of Family Surveys and aggregate data for future use.</p>	<p>Family Services Manager</p>	<p>Upon Receipt</p>
<p>6. File Family Surveys.</p>	<p>Family Services Manager</p>	<p>After review</p>
<p>7. Include the In-Kind Form in the monthly In-Kind</p>	<p>Teacher; Assistant</p>	<p>Upon Receipt</p>

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<p>8. Enter the P/T Conference documentation into ChildPlus</p> <ul style="list-style-type: none"> • Log in to ChildPlus • Click on Services • Search for and select the necessary child • Click on Education • Select 2nd P/T Conference Report • Enter PIR Date • Select Complete • Enter Description • Click the clock to insert date and user. • Enter any pertinent information 	Teacher	Following review
<p>9. Scan the forms listed above in ChildPlus</p> <ul style="list-style-type: none"> • Parent/Teacher Conference Report • Record Release Form • Log into ChildPlus • Click on Services • Search for and select the necessary child • Click on Education • Click on the Attachment Icon at the top of the screen • Click Add Attachment at the bottom • Click Browse • Find Scanned Documents • Under Attachment Type, choose Parent/Teacher Conference • Under Description indicate Second Parent/Teacher Conference • Click OK 	Teacher, Assistant	When Complete
<p>10. File the scanned forms in the child's Yellow education file. (Maintained in Classroom)</p>	Teacher, Assistant	After inputting
<p>11. Review and maintain a checklist system to ensure each family participated in a P/T Conference.</p>	Education Team	Ongoing