EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Conducting the First Parent/Teacher Conference

	Task	Person Responsible	Time Frame
1.	Schedule the conference at a mutually convenient time.	Teacher; Assistant	October or within 45 days of entry
-	Inform parent of the purpose for the conference: To provide parents an opportunity to be involved in curriculum development by selecting goals for their child; and To develop an open and informative relationship with	Assistant	October of within 43 days of entry
2.	each parent. Gather the following information in preparation for each conference:	Teacher; Assistant	Prior to each conference
-	Results from: Growth Assessment Vision Hearing Brigance Fluharty TABS School Readiness Progress Report (Maintain in LAP-3 Books)		
_	Child Screening and Documentation Form		
-	Parent Survey		
_	Parent/Teacher Conference Report Form		
-	Lap-3 Child Report to Parent of Child's Development O Log into the Red-e Set Grow Website		
	 Click on the appropriate classroom from the classroom list Select Child Click on Child Reports Click on Report to Parent of Child's Development (Check the box to print for all children if needed.) 		
	 Select appropriate school year Select all applicable assessment periods Click Generate Report Print Report 		
3.	Conduct the first Parent/Teacher Conference and perform the following:	Teacher; Assistant	During the first conference
-	Review the results of each of the screenings		
-	Provide parent with a copy of the Child Screening		
	Documentation Form.		
-	Have parents sign the original Child Screening		
	Documentation Form.		
-	Provide parents with the Parent Survey. Explain the purpose and procedure: 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 is desired. 		
-	Review the Lap-3 Child Report to Parent of Child's Development and document that it was provided on the Parent Teacher Conference		

	Report.		
-	Complete the Parent Teacher Conference Report.		
	 Fill in the appropriate boxes with the child's 		
	name, date, etc.		
	 List any materials left with the parent, 		
	including copies of forms or reports.		
	 Solicit parent input, including goals for their child, and document on the form 		
	Latin and a second of the		
	List any necessary follow-up.Document any other comments or concerns.		
	 Have both teacher and parent sign the form. 		
_	Have parent complete the Time Donation Form		
	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		
4.	Submit the Family Survey to the Family Services	Teacher;	
	Manager.	Assistant	After the conference
		Family	
5.	Compile results of Family Surveys and aggregate	Services	Lucia Barata
	data for future use.	Manager Family	Upon Receipt
		Services	
6.	File Family Surveys.	Manager	After review
	Include the Time Donation Form in the monthly In-	Teacher;	
	Kind	Assistant	Upon Receipt
8.	Enter the P/T Conference documentation into		
	ChildPlus	Teacher	Following review
-	Log in to ChildPlus		
-	Click on Services		
-	Search for and select necessary child Click on Education		
-	Input the date of the P/T Conference		
-	Click in the Education notes		
_	Click the clock to insert date and user		
-	Enter any pertinent information		
-	Enter any perunent information	Teacher;	
9.	File the P/T Conference form in the child's file.	Assistant	After inputting
		Area	
		Coordinator	
40	Decision and maintain a sket Pater store to	and	
10.	Review and maintain a checklist system to ensure each family participated in a P/T Conference.	Education	Ongoing
	each family participated in a P/T Conference.	Manager	Loudonia