EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Conducting the Second Parent/Teacher Conference

Task	Person Responsible	Time Frame
1. Schedule the conference at a mutually convenient time. - 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 each parent.	Teacher; Assistant	February
2. Gather the following information in preparation for each conference: - Child Screening and Documentation Form - Parent Survey - Lap-3 *Report to Parent of Child's Development* o Log into the Red-e Set Grow Website o Click on the appropriate classroom from the classroom list o Select Child o Click on Child Reports o Click on Report to Parent of Child's Development (Check the box to print for all children if needed.) o Select appropriate school year o Select all applicable assessment periods o Click Generate Report o Print Report - Parent/Teacher Conference Report Form - Record Release Form	Teacher; Assistant	Prior to each conference
3. Conduct the Parent/Teacher Conference and perform the following: - Provide parents with School Readiness Progress Report updates and maintain in the LAP-3 Booklets. - Review the results of any new 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. o The survey is used to obtain ongoing input from parents regarding program and classroom operations throughout the year. o The survey will be left with parent and can be returned anonymously is desired. - Review the Lap-3 *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. o Fill in the appropriate boxes with the child's name, date, etc.	Teacher; Assistant	During the first conference
o List any materials left with the parent, including copies of forms or reports. o Solicit parent input, including goals for their child, and document on the form o List any necessary follow-up.		

o Document any other comments or concerns. o Have both teacher and parent sign the form. - Have Parent complete the Record Release Form: o Enter the child's name. o Enter the center. o Enter the school the child will be transferring to. o Have the parent sign and date. o Sign and date as witness. - Have parent complete the Time Donation Form o Fill in the date o Enter the status for the parent o Enter the center o Have parent sign o List the time the PT conference began o List the time the PT conference ended o Enter the total hours of the PT conference		
4. Submit the Family Survey to the Family Services Manager.	Teacher; Assistant	After the conference
5. Compile results of Family Surveys and aggregate data for future use.	Family Services Manager	Upon Receipt
6. File Family Surveys.	Family Services Manager	After review
7. Include the Time Donation Form in the monthly In-Kind	Teacher; Assistant	Upon Receipt
8. Enter the P/T Conference documentation into ChildPlus - Log in to ChildPlus - Click on Services - Search for and select the 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	Teacher	Following review
- Enter any pertinent information 9. Forward the following form to Family Advocate to be scanned: • Parent/Teacher Conference Report • Record Release Form 10. Scan the forms listed above in ChildPlus • 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 Family Advocate	After inputting Upon receipt
11. File the scanned forms in the child's Yellow file.	Family Advocate	After inputting
12. Review and maintain a checklist system to ensure each family participated in a P/T Conference.	Area Coordinator and Education Manager	Ongoing