

<ul style="list-style-type: none"> ○ Log into the onlineLAP website: https://online.lap.net ○ Click on the appropriate classroom from the classroom list ○ Select Child ○ Click on Child Reports ○ Click on <i>Report for the Family</i> (Check the box to print for all children if needed.) ○ Select appropriate school year ○ Select all applicable assessment periods ○ Click Generate Report ○ Print Report 		
<p>3. Conduct the first Parent/Teacher Conference and perform the following:</p> <ul style="list-style-type: none"> ● Review the Child Plus Report 3030 and obtain parent and staff signatures. ● Provide parent with a copy of the Child Plus Report 3030. ● 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 is desired. ● Review the Lap-3 Child <i>Report for the Family</i> and document that it was provided on the Parent Teacher Conference Report. ● Review School Readiness Progress Report with Parents ● Review Emergency Card and make any necessary changes. Refer to Emergency Contact SOP ● Complete the Parent Teacher Conference Report. <ul style="list-style-type: none"> ○ Ensure the form is completely filled out ○ 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 ○ List any necessary follow-up. ○ Document any other comments or concerns. ○ Have both teacher and parent sign and date the form. ● Have parent complete the 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>

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	Teacher	Following review
<ul style="list-style-type: none"> • Log in to ChildPlus • Click on Services • Search for and select necessary child • Click on Education • Select 1st P/T conference event • Enter PIR Date • Select Complete • Enter description • Click the clock to insert date and user • Enter any pertinent information 		
9. Scan all P/T Conference paperwork and add as an attachment under education		
10. File the P/T Conference paperwork in the child's yellow file.	Teacher; Assistant	After inputting
11. Record date of P/T Conference on the Child Tracking Form		Ongoing
12. Review and maintain a checklist system to ensure each family participated in a home visit	AC; Education Manager	Ongoing