## EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

## Task: Conducting the Second Parent/Teacher Conference

| Task   | Person<br>Responsible | Time Frame               |
|--|-----------------------|--------------------------|
| <ol> <li>Schedule the conference at a mutually convenient time.</li> <li>Inform parent of the purpose for the conference:         <ul> <li>To provide parents an opportunity to be involved in curriculum development by selecting goals for their child; and</li> <li>To develop an open and informative relationship with each parent</li> </ul> </li> </ol>   | Teacher;<br>Assistant | February                 |
| <ul> <li>parent.</li> <li>2. Gather the Following in preparation for each conference. Print a Child Plus 3030 Report</li> <li>Type "3030" in the "Enter Report #" Box located in the upper right Corner.</li> <li>Select Participant Health Summary</li> <li>Select the appropriate Program Term</li> <li>Select the appropriate Site/Classroom</li> <li>Under Status select "Enrolled"</li> <li>Under Grouping select "None"</li> <li>Under Report Type select "Individual" <ul> <li>Show Critical Health Notes and Allergy Problems</li> <li>Show Critical Health Notes and Allergy Problems</li> <li>Show Requirement Period Completion Status</li> </ul> </li> <li>Event Types (Select the Following): <ul> <li>Blood Pressures (90 Day)</li> <li>Dental Exam (90 Day)</li> <li>Development (Brigance-30 Day)</li> <li>Growth Assessment (30 Day)</li> <li>Health/Behavior Observation (30 Day)</li> <li>Hearing (30 Day)</li> <li>Language (Fluharty-30 Day)</li> <li>Lead (90 Day)</li> <li>Social/Emotional (Tabs-30 Day)</li> <li>Speech (Fluharty-30 Day)</li> <li>Vision (30 Day)</li> <li>Vision (30 Day)</li> <li>Speech (Fluharty-30 Day)</li> <li>Speech (Fluharty-30 Day)</li> <li>Select Preview and then Print</li> </ul> </li> <li>Find Participant and Check Name</li> <li>Select Preview and then Print</li> <li>Review Report and Highlight the most recent 30/90 Day Items</li> <li>Review Report with Parent(s); obtain parent and staff signature</li> </ul> | Teacher;<br>Assistant | Prior to each conference |

| •  | Lap-3 Child Report for the Family   |                 |                             |
|----|---|-----------------|-----------------------------|
|    | <ul> <li>Log into the onlineLAP website:</li> </ul>   |                 |                             |
|    | https://online.lap.net  |                 |                             |
|    | <ul> <li>Click on the appropriate classroom from the</li> </ul>                                   |                 |                             |
|    | classroom list  |                 |                             |
|    | <ul> <li>Select Child</li> </ul>  |                 |                             |
|    |   |                 |                             |
|    | <ul> <li>Click on Child Reports</li> <li>Click on Report for the Family (Check the box</li> </ul> |                 |                             |
|    | to print for all children if needed.)   |                 |                             |
|    |   |                 |                             |
|    |   |                 |                             |
|    |   |                 |                             |
|    |   |                 |                             |
|    | •   |                 |                             |
| •  | Parent/Teacher Conference Report Form   |                 |                             |
| •  | Record Release Form   |                 |                             |
| •  | Emergency Card  |                 |                             |
| 3. | Conduct the Parent/Teacher Conference and perform   | Teacher;        |                             |
|    | the following:  | Assistant       | During the first conference |
| -  | Provide parents with School Readiness Progress  |                 |                             |
|    | Report updates and maintain in the LAP-3 Booklets.  |                 |                             |
| -  | Review the results of any new screenings  |                 |                             |
| -  | Review and provide parent with a copy of the ChildPlus  |                 |                             |
|    | Report 3030   |                 |                             |
| -  | Obtain Parent and Staff Signatures  |                 |                             |
| -  | 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<br>year.                                |                 |                             |
|    | <ul> <li>The survey will be left with parent and can be returned</li> </ul>                       |                 |                             |
|    | anonymously if desired.   |                 |                             |
| -  | Review the Lap-3 Report for the Family and document   |                 |                             |
|    | that it was provided on the Parent Teacher Conference   |                 |                             |
|    | Report.   |                 |                             |
| -  | Review the Emergency Card and make any necessary  |                 |                             |
|    | changes (Refer to Emergency Contact SOP)  |                 |                             |
| -  | Complete the Parent Teacher Conference Report.  |                 |                             |
|    | • Fill in the appropriate boxes with the child's name,  |                 |                             |
|    | date, etc.  |                 |                             |
|    | <ul> <li>List any materials left with the parent, including</li> </ul>                            |                 |                             |
|    | copies of forms or reports.   |                 |                             |
|    | • Solicit parent input, including goals for their child,  |                 |                             |
|    | and document on the form  |                 |                             |
|    | <ul> <li>List any necessary follow-up.</li> </ul>   |                 |                             |
|    | <ul> <li>Document any other comments or concerns.</li> </ul>                                      |                 |                             |
|    | <ul> <li>Have both teacher and parent sign the form.</li> </ul>                                   |                 |                             |
| _  | Have parent complete the Time Donation Form   |                 |                             |
| -  |   |                 |                             |
|    |   |                 |                             |
|    | • Enter the status for the parent   |                 |                             |
|    | • Enter the center  |                 |                             |
|    | <ul> <li>Have parent sign</li> </ul>  |                 |                             |
|    | <ul> <li>List the time the PT conference began</li> </ul>   |                 |                             |
|    | <ul> <li>List the time the PT conference ended</li> </ul>   |                 |                             |
|    | <ul> <li>Enter the total hours of the PT conference</li> </ul>                                    |                 |                             |
| 4. | Submit the Family Survey to the Family Services   | Teacher;        |                             |
|    | Manager.  | Assistant       | After the conference        |
| 5. | Compile results of Family Surveys and aggregate data  | Family Services |                             |
|    | for future use.   | Manager         | Upon Receipt                |
|    |   | Family Services |                             |
| 6. | File Family Surveys.  | Manager         | After review                |
|    |   |                 | •                           |

| 7.<br>8.<br>-<br>-<br>-<br>-<br>9. | Include the Time Donation Form in the monthly In-Kind<br>Enter the P/T Conference documentation into ChildPlus<br>Log in to ChildPlus<br>Click on Services<br>Search for and select the necessary child<br>Click on Education<br>Select 2 <sup>nd</sup> P/T Conference Report<br>Enter PIR Date<br>Select Complete<br>Enter Description<br>Click the clock to insert date and user.<br>Enter any pertinent information<br>Scan the forms listed above in ChildPlus<br>Parent/Teacher Conference Report<br>Record Release Form<br>Log into ChildPlus<br>Click on Services<br>Search for and select the necessary child<br>Click on Education<br>Click con the Attachment Icon at the top of the<br>screen<br>Click Add Attachment at the bottom<br>Click Browse<br>Find Scanned Documents<br>Under Attachment Type, choose<br>Parent/Teacher Conference<br>Under Description indicate Second<br>Parent/Teacher Conference<br>Click OK | Teacher;<br>Assistant<br>Teacher<br>Teacher,<br>Assistant<br>Teacher,<br>Assistant | Upon Receipt<br>Following review |
|------------------------------------|--|--|----------------------------------|
| 11.                                | . Review and maintain a checklist system to ensure each  | Area Coordinator<br>and Education  |                                  |
|                                    | family participated in a P/T Conference.   | Manager  | Ongoing                          |