



## Education and Early Childhood Development

### Task: Conducting the First Parent/Teacher Conference

Task	Person Responsible	Date to be Completed
<p>3. Conduct the first Parent/Teacher Conference and perform the following:</p> <ul style="list-style-type: none"> <li>• Review the Child Plus Report 3030 and obtain parent and staff signatures.</li> <li>• Provide parent with a copy of the Child Plus Report 3030 if requested.</li> <li>• Provide parents with the Parent Survey. Explain the purpose and procedure:               <ul style="list-style-type: none"> <li>○ The survey is used to obtain ongoing input from parents regarding program and classroom operations throughout the year.</li> <li>○ The survey will be left with parent and can be returned anonymously if desired.</li> </ul> </li> <li>• Review the <b>LAP: Birth to Kindergarten</b> and Learning Report and document that it was provided on the Parent Teacher Conference Report.</li> <li>• Review Emergency Report (CP 1520) and make any necessary changes. Refer to Emergency Contact SOP</li> <li>• Complete the Parent Teacher Conference Report.               <ul style="list-style-type: none"> <li>○ Ensure the form is completely filled out</li> <li>○ Be sure that all items have been discussed and checked off.</li> <li>○ Solicit parent input, including goals for their child, and document on the form</li> <li>○ List any necessary follow-up.</li> <li>○ Document any other comments or concerns.</li> <li>○ Have both teacher and parent sign and date the form.</li> </ul> </li> <li>• Have parent complete the In-Kind Form               <ul style="list-style-type: none"> <li>○ Fill in the date</li> <li>○ Enter the status for the parent</li> <li>○ Enter the center</li> <li>○ Have parent sign</li> <li>○ List the time the PT conference began</li> <li>○ List the time the PT conference ended</li> <li>○ Enter the total hours of the PT conference</li> </ul> </li> </ul>	Teacher; Assistant	During the first conference
<p>4. Submit the Family Survey to the Family Services Manager.</p>	Teacher; Assistant	After the conference
<p>5. Compile results of Family Surveys and aggregate data for future use.</p>	Family Services Manager	Upon Receipt
<p>6. File Family Surveys.</p>	Family Services Manager	After review
<p>7. Include the Meeting Time Donation Form in the monthly In-Kind</p>	Teacher; Assistant	Upon Receipt
<p>8. Enter the P/T Conference documentation into ChildPlus</p> <ul style="list-style-type: none"> <li>• Log in to ChildPlus</li> <li>• Click on Services</li> <li>• Search for and select necessary child</li> <li>• Click on Education</li> <li>• Select 1<sup>st</sup> P/T conference event</li> <li>• Enter PIR Date</li> <li>• Select Complete</li> <li>• Enter description</li> <li>• Click the clock to insert date and user</li> <li>• Enter any pertinent information</li> </ul>	Teacher	Following review
<p>9. Scan all P/T Conference paperwork and add as an attachment under education</p>		
<p>10. File the P/T Conference paperwork in the child's yellow Education File</p>	Teacher; Assistant	After inputting
<p>11. Review and maintain a checklist system to ensure each family participated in a home visit</p>	Education Team	Ongoing