

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Conducting the First Parent/Teacher Conference

Task	Person Responsible	Time Frame
<p>1. Schedule the conference at a mutually convenient time. (If child is a late enrollee, the first P/T conference will be done within two weeks of the child’s start date.)</p> <ul style="list-style-type: none"> - Inform parent of the purpose for the conference: <ul style="list-style-type: none"> - 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. - If a conference is needed and screenings have not been completed due to unforeseen reasons then please be prepared to conduct the conference and provide information to the parent regarding progress to include transitions, routines, and schedules, etc. - Document all attempts to contact parents on the PT Conference form and in ChildPlus. Please refer to Policy EECD-2 	<p>Teacher; Assistant</p>	<p>October or within 45 days of entry</p>
<p>2. Gather the Following in preparation for each conference. Print a Child Plus 3030 Report</p> <ul style="list-style-type: none"> • Type “3030” in the “Enter Report #” Box located in the upper right Corner. • Select Participant Health Summary • Select the Appropriate Program Term • Select the appropriate Site/Classroom • Under Status select “Enrolled” • Under Grouping select “None” • Under Report Type select “Individual” <ul style="list-style-type: none"> ○ Show Critical Health Notes and Allergy Problems ○ Show Requirement Period Completion Status • Event Types (Select the Following): <ul style="list-style-type: none"> ○ Blood Pressures (90 Day) ○ Dental Exam (90 Day) ○ Development (Brigance-30 Day) ○ Growth Assessment (30 Day) ○ Health History (At Enrollment) ○ Hearing (30 Day) ○ Language (Fluharty-30 Day) ○ Lead (90 Day) ○ Physical Exam (90 Day) ○ Social/Emotional (Tabs-30 Day) ○ Speech (Fluharty-30 Day) ○ Vision (30 Day) • Click “Individual” tab. • Uncheck All • Find Participant and Check Name 	<p>Teacher; Assistant</p>	<p>Prior to each conference</p>

- | | | |
|---|-------------------------------|------------------------------------|
| <ul style="list-style-type: none"> • Select Preview and then Print • Review Report and Highlight the most recent 30/90 Day Items (Including Fluharty, Brigance, and TABS) • Emergency Report (CP 1520) • Parent Survey • Parent/Teacher Conference Report Form • Lap-3 Child <i>Report for the Family</i> <ul style="list-style-type: none"> ○ Log into the onlineLAP website:
http://lap.kaplanco.com ○ 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 if requested. • 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 Report (CP 1520) 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 ○ Be sure that all items have been discussed and checked off. ○ 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 | <p>Teacher;
Assistant</p> | <p>During the first conference</p> |

<ul style="list-style-type: none"> ○ 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 Manager.	Teacher; Assistant Family Services Manager	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	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