

- Parent Survey

- Lap-3 Child *Report for the Family*
 - 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 *Report for the Family* (Check the box to print for all children if needed.)
 - Select appropriate school year
 - Select all applicable assessment periods
 - Click Generate Report
 - Print Report

- Parent/Teacher Conference Report Form
- Record Release Form
- Emergency Report (CP 1520)

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
 - Review and provide parent with a copy of the ChildPlus Report 3030 if requested
 - 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 year.
 - The survey will be left with parent and can be returned 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 Report (CP 1520) 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.
 - Be sure 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 the form.
 - Have parent complete the Time Donation Form
 - 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
4. Submit the Family Survey to the Family Services Manager.

Teacher;
Assistant

During the first conference

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;	Upon Receipt
8. Enter the P/T Conference documentation into ChildPlus	Assistant Teacher	Following review
<ul style="list-style-type: none"> - Log in to ChildPlus - Click on Services - Search for and select the necessary child - Click on Education - Select 2nd P/T Conference Report - Enter PIR Date - Select Complete - Enter Description - Click the clock to insert date and user. - Enter any pertinent information 		
9. Scan the forms listed above in ChildPlus <ul style="list-style-type: none"> • Parent/Teacher Conference Report • Record Release Form • 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 		
10. File the scanned forms in the child's Yellow file. (Maintained in Classroom)	Teacher, Assistant	When Complete
11. Review and maintain a checklist system to ensure each family participated in a P/T Conference.	Teacher, Assistant Area Coordinator and Education Manager	After inputting Ongoing