

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"> • 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 if desired. • Review the TSG Development and Learning Report and document that it was provided on the Parent Teacher Conference Report. • 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 In-Kind 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 	Teacher; Assistant	During the first conference
4. Submit the Family Survey to the Family Services Manager.	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 Meeting Time Donation Form in the monthly In-Kind	Teacher; Assistant	Upon Receipt
<p>8. Enter the P/T Conference documentation into ChildPlus</p> <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 	Teacher	Following review
9. Scan all P/T Conference paperwork and add as an attachment under education	Teacher; Assistant	After inputting
10. File the P/T Conference paperwork in the child's yellow Education File	Teacher; Assistant	After inputting
11. Review and maintain a checklist system to ensure each family participated in a home visit	Education Team	Ongoing