## EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

## Task: Conducting the Second Parent/Teacher Conference

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	Task	Person Responsible	Time Frame
1.	Schedule the conference at a mutually convenient time.	Teacher; Assistant	February
-	<ul> <li>Inform parent of the purpose for the conference:</li> <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>		
2.	<b>5</b> 1 1	Teacher;	
•	conference. Print a Child Plus 3030 Report  Type "3030" in the "Enter Report #" Box located in the upper right Corner.	Assistant	Prior to each conference
	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> <li>Show Critical Health Notes and Allergy Problems</li> </ul>		
	<ul> <li>Show Requirement Period Completion Status</li> </ul>		
•	Event Types (Select the Following):		
	Blood Pressures (90 Day)		
	o Dental Exam (90 Day)		
	<ul> <li>Development (Brigance-30 Day)</li> </ul>		
	<ul> <li>Growth Assessment (30 Day)</li> </ul>		
	<ul> <li>Health History (At Enrollment)</li> </ul>		
	<ul> <li>Hearing (30 Day)</li> </ul>		
	<ul> <li>Language (Fluharty-30 Day)</li> </ul>		
	o Lead (90 Day)		
	<ul> <li>Physical Exam (90 Day)</li> </ul>		
	<ul> <li>Social/Emotional (Tabs-30 Day)</li> </ul>		
	<ul> <li>Speech (Fluharty-30 Day)</li> </ul>		
	o Vision (30 Day)		
•	Click "Individual" tab.		
•	Uncheck All		
•	Find Participant and Check Name		
•	Select Preview and then Print		
•	Review Report and Highlight the most recent 30/90		
	Day Items  Payiow Poport with Parent(s): obtain parent and staff		
•	Review Report with Parent(s); obtain parent and staff signature		
•	Scan w/ Parent/Teacher Conference Packet under the Education Tab		
•	Place the Signed 3030 Report in the Yellow Folder.		

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 0 Click on Child Reports o 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 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 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 Teacher: Manager. Assistant After the conference

5. 6.	Compile results of Family Surveys and aggregate data for future use.  File Family Surveys.	Family Services Manager Family Services Manager	Upon Receipt After review
0.	The Fairing Garveys.	Teacher;	Alter review
7.	Include the Time Donation Form in the monthly In-Kind	Assistant	Upon Receipt
8.	Enter the P/T Conference documentation into ChildPlus	Teacher	Following review
-	Log in to ChildPlus		
-	Click on Services		
-	Search for and select the necessary child		
-	Click on Education		
-	Select 2 <sup>nd</sup> 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> <li>Parent/Teacher Conference Report</li> <li>Record Release Form</li> </ul>		
	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	Teacher,	
40	Click OK	Assistant	When Complete
10.	File the scanned forms in the child's Yellow file.	Teacher, Assistant	After inputting
	(Maintained in Classroom)	Assistant Area Coordinator	After inputting
11	Review and maintain a checklist system to ensure each	and Education	
	family participated in a P/T Conference.	Manager	Ongoing