

CAPNEMO **Second** Parent Conference Instructions 3-5

Purpose: Parent conferences are an opportunity for education staff and parents to share current child information, discuss the child's progress, and to make joint decisions on future classroom planning in regard to the care and education of the child. If applicable, begin Kindergarten transition process.

Involved Individuals: Education staff, parents/guardians, Parents as Teachers or Disabilities coordinator (if applicable), and the Customer Resource Specialist/Center Supervisor/Director when necessary.

Timeline: The second parent conference should be scheduled starting in late January and be completed by the middle of February. Education staff, parents and others involved in the parent conference should allow at least thirty minutes for completion of the conference.

Materials Needed: Completed (Winter Checkpoints) Individual Child Report, ChildPlus Individual Child Assessment report (5150), completed Family Conference form, have portfolio samples on hand, School Readiness goals, the Kindergarten transition plan (if applicable), the 2nd Parent Conference checklist, and a small notebook for “minimal” note taking.

Second Parent Conference Agenda:

Education Staff:

1. Explain and discuss the information on the Family Conference form and complete the “Plan for this child's development and learning” with the parents/guardians. Sign and date the bottom of the form.
2. Use and verbally share the ChildPlus Individual Child Assessment on school readiness goals.
3. Use and verbally share the Individual Child Report, portfolio samples, and/or observation notes to explain the assessment of their child.
4. Discuss how their child is doing on the School Readiness Goals. Include goals that need improvement on the Family Conference Form.
5. Explain that the Customer Resource Specialist and you will conduct the next Home Visit starting in April and finishing in early May.
6. Ask for any additional comments, needs or requests from the parents/guardians.

Following the second Parent Conference:

Review, make notes on any verbal information gathered during the parent conference or written on the Family Conference form. File the **signed** Family Conference form in the child’s center file. File the Individual Child Report, observation notes, and portfolio materials. Complete the appropriate section on the Home Visit/Parent Conference Reporting form and enter dates into the ChildPlus system.

Education Staff: The child’s center files, including the education portions, need to be retained for 3 years following the child’s participation in the Head Start program. The previous year’s files should be retained in the center, while the other two preceding years can be placed in storage. Copies can be sent to transitioning schools, provided that a parental consent form has been signed, and the receiving schools have indicated a need for the documentation. Child portfolio materials (Art Samples, Literacy Samples, Self portraits, etc.) can be given to families exiting the Head Start program. The Education staff has the discretion of deciding when portfolio materials will be given to the families.