

CAPNEMO **First** Parent Conference Instructions 0-3

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 regards to the care and education of the child.

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: Follow the dates on the training calendar to determine when conferences should be scheduled. Education staff, parents and others involved in the parent conference should allow at least thirty minutes for completion of the conference.

Materials Needed: 1st Parent/Teacher Conference Checklist, completed (Fall Checkpoints) Individual Child Report (Teaching Strategies GOLD), ChildPlus Individual Child Report (5150), completed Family Conference form (Teaching Strategies GOLD), a copy of the Benchmarks for School Readiness Goals, have portfolio samples on hand, Parent/Teacher Conference Screening Summary form, the Developmental Screening/Rescreen-Refer Form (if applicable), the Home Visit/Parent Conferences Reporting form, and a small notebook for “minimal” note taking.

First Parent Conference Agenda:

Education Staff:

1. Discuss and explain the Parent/Teacher Conference Screening Summary form. Have parents sign and date the form after sharing the screening results. Discuss if rescreens need to be completed and when follow-up will happen.
2. Discuss how child is doing in relation to the Benchmarks for School Readiness. Include any goals set on the Family Conference Form.
3. 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. Parents must give a goal (can be something they are working on at home) or write “Parent agrees with these goals.” next to the goals the teacher has written.
4. Use and verbally share the Individual Child Report, ChildPlus Individual Child Report, portfolio samples, and/or observation notes to explain the assessment of their child.
5. Explain that the next conference will occur starting in January, and that the next home visit will be completed at the Head Start Center and will occur close to April.
6. Ask for any additional comments, needs or requests from the parents/guardians.

Following the First Parent Conference:

Review, make notes on any verbal information gathered during the parent conference or written on the Family Conference form. Place the **signed** Family Conference form, ChildPlus Individual Child Report and the **signed** Parent/Teacher Conference Checklist/Screening forms (any other signed screening summary forms) in the child's center file. Re-file the Individual Child Report, observation notes, and portfolio materials.

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Complete the appropriate section on the Home Visit/Parent Conference Reporting form and enter the parent conference date in ChildPlus.