

## CAPNEMO **Second** Parent Conference Instructions 0-3

**Purpose:** Parent conferences are an opportunity for education staff and parents to share current child information, discuss the child progress, and to make joint decision 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:** 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 (2yo), completed Family Conference form, a copy of the Benchmarks for School Readiness Goals, have portfolio samples on hand, the 2nd Parent Conference checklist, and a small notebook for “minimal” note taking.

### **Second Parent Conference Agenda:**

Education Staff:

1. Explain how the child is doing in relation to the Benchmarks for School Readiness Goals. Include any goals set on the Family Conference Form.
2. 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.
3. Use the ChildPlus Individual Child Assessment report to continuing discussing the child’s progress on School readiness goals. Parent and teacher sign and date the bottom of the form.
4. Use and verbally share the Individual Child Report, portfolio samples, and/or observation notes to explain the assessment of their child.
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 and ChildPlus Individual Child report 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. (Agency staff- enter dates into ChildPlus system.)