

CAPNEMO First 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 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: Education staff will follow the schedule on the training calendar for scheduling conferences. Education staff, parents/guardians 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 Profile (report 5150), completed Family Conference Form (Teaching Strategies GOLD), School Readiness Goals, a copy of "Benchmarks for School Readiness", have portfolio samples on hand, the Parent/Teacher Conference Screening Summary form (this form is optional, but all screening results need to be discussed), the Developmental Screening/Rescreen-Refer Form (if applicable), the Home Visit/Parent Conferences Reporting form, the 1st Parent Conference Checklist 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 and explain the results of the speech and hearing and have parents sign, if applicable.
2. 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.
3. Discuss how the child is doing on the benchmarks for school readiness. Include any goals set on the Family Conference Form.
4. 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. If parents do not have any goals to add to the teachers, then write "Parent agrees with these goals." Have parents sign.
5. Explain that the next parent/teacher conference will occur starting in February, 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 Progress and Planning form. Place the **signed** form and the **signed** Parent/Teacher Conference Checklist form, ChildPlus Individual Child report (any other signed screening summary forms) in the child's center file. Re-file

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the Individual Child Report, observation notes, and portfolio materials. Complete the appropriate section on the Home Visit/Parent Conference Reporting form and enter the Parent Conference date in ChildPlus.