

Parent-Teacher Conference Procedure

Policy: Parents are their child's first and primary teacher. To encourage their involvement with their child in their school experience, a minimum of three Parent/Teacher conferences will be scheduled during the program year.

Performance Standard 1302.51 Parent Activities to Promote Child Learning and Development

Procedure:

- Parent /Teacher Conferences will be scheduled three times during the program year. (November, February, May/June)
- The November conference will be used to update Educational goals with the parents, share COR Family Reports, Pre K PALS report, and portfolio work samples.
- The February conference will be used to review/modify/add goals as well as review the COR results, Pre-K Pal's, work samples, and overall progress. At this time, teachers will ensure that current addresses and phone numbers are listed for each emergency contact in the child's file.
- The May/June conference will again review the COR results, Pre-K Pal's, work samples, overall progress and transitioning to kindergarten or the next program. Parents should set a summer goal at this time. This conference may be done in conjunction with the final home visit.
- Family Advocates will attend conferences when needed.
- A Parent/Teacher Conference form must be completed by the teacher and signed by both the parent and teacher at each conference.
- Copies of each form that the parent signs should be given to the parent.
- Document attempts to schedule conferences in Child Plus case notes. After three attempts to unsuccessfully schedule a conference, a phone conference is in order. Information may be given to parents at this time. Please document this in Child Plus as well as sending home the Conference form to be signed by the parent.
- Parent/Teacher Conferences will be documented using the Parent/Teacher Conference summary form. This form will be submitted with to the Education Manager with End of Month Reports

Referenced Procedures:

Final Home Visit Procedure

Referenced Forms:

Parent/Teacher Conference Form

Parent/Teacher Summary Form

Parent Educational Goal Setting Form