

First Parent-Teacher Conference Report

GENERAL INFORMATION

Child's Name: _____ Center/Classroom: _____

Teacher(s): _____ Family Case Manager: _____

Conference Date: _____ Time started: _____ Time ended: _____

Family member(s) present: _____

Staff present: _____ Staff completing report: _____

MATERIALS NEEDED:

- | | |
|--|--|
| <input type="checkbox"/> Frog Street Test Results Letter | <input type="checkbox"/> Child Portfolio |
| <input type="checkbox"/> Individualized PACT (as appropriate) | <input type="checkbox"/> Review Emergency and Transportation Contacts |
| <input type="checkbox"/> Head Start Family Survey | <input type="checkbox"/> DECA Screening (as necessary) |
| <input type="checkbox"/> Completed Screenings (Brigance, DECA, Hearing, Speech) | <input type="checkbox"/> Review Change of Status |

CONTENT OF CONFERENCE: Teacher should discuss the following topics and note any important information in the space provided.

<p>Child's Participation at School</p> <p>Orient parent to classroom centers, materials, and/or schedule.</p> <p>Highlight any recent or notable curriculum.</p> <p>Discuss child's interests and activities in classroom – give examples, show and discuss Child Portfolio or other pieces of documentation.</p>	
<p>Upcoming Program Activities</p> <p>Parent conferences can be a great opportunity to highlight upcoming priority activities, e.g.:</p> <ul style="list-style-type: none"> → Parent meetings or events → Volunteering opportunities <p>Transition activities</p>	
<p>Child Growth & Learning</p> <p>Refer back to parent's goals for child as per the first home visit.</p> <ul style="list-style-type: none"> → "Have you seen signs of your child developing in these areas?" → "What activities do you think we should be working on with your child to help him/her reach the school readiness goals?" <p>Discuss areas of growth; any key goals accomplished; <u>new goals</u> moving forward.</p> <p>Review Frog Street Test Results Letter</p> <p>Review Completed Screenings</p> <p>For children on IEPs/IFSPs, discuss progress, current status.</p>	

<p>Family Feedback</p> <p>→ “Are your expectations of our program being met?”</p> <p>→ “How could we work with your child and your family even more successfully?”</p> <p>Give parent time to complete the DECA Screening on his/her child (as necessary).</p> <p>Give parent time to complete Head Start Family Survey.</p>	
<p>Family Questions & Concerns</p> <p>→ “Do you have any questions about things that we didn’t cover yet today?”</p> <p>→ “Do you have any questions or concerns about the curriculum, the center, upcoming events?”</p> <p>→ “Any other area of concern?”</p>	
<p>Learning at Home</p> <p>→ “What kind of activities or resources would be helpful to your child’s ongoing learning at home?”</p> <p>Provide Individualized PACT or ideas for how family can extend school curriculum into the home. Emphasize importance of <u>reading at home</u>.</p>	<p>Ask how often someone reads with child at home, and check one of the following: <input type="checkbox"/> Once a day <input type="checkbox"/> Once a week <input type="checkbox"/> Once a month <input type="checkbox"/> Not at all</p>
<p>Recruitment</p> <p>“Do you know anyone who would benefit from our program?” No- Leave a couple business cards with the parent. Yes- Write down as much information as you can, including name, phone number, child’s age, at a minimum.</p>	<p>If YES, complete Last Home Visit Recruitment form upon return.</p>
<p>Health</p> <p>Talk about the importance of a child’s health and its impact on school readiness.</p>	<p>Ask about any upcoming appointments.</p>
<p>Other</p> <p>Review Emergency Contacts</p> <p>Review Change of Status</p>	
<p>Conclusions & Next Steps</p> <p>Remind parents about the importance of regular school attendance & punctuality.</p> <p>Summarize key points from conference.</p> <p>Confirm any follow-up needed.</p>	

SIGNED:

Parent Signature: _____

Date: _____

Staff Signature: _____

Date: _____

A copy of this form should be given to parent; original goes to EES for review and entry in ChildPlus.