

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Parent - Teacher Classroom Conferences and Reports
Revised: July, 2000; February 2010

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.21(a)(2)(ii-iii), 1304.40(e)(3-5)
NAEYC Guide to accreditation by the Ntl. Academy of Early Childhood Programs, revised edition

POLICY:

Each teaching team will set up individual appointments with each parent/guardian to come to the center evenings after the children leave the center during the months of November and March to conduct Parent-Teacher Classroom Conferences.

PROCEDURES:

1. The Head Start Teacher or Assistant will contact the parent to set up an appointment and explain:
 - a. the parent-teacher conference is for sharing information about the child's participation in the program and completion of "Parent Opinion Survey" (see last page of this policy).
 - b. this is a time to showcase the child's work.
 - c. the LAP-D child's screening or assessment findings/scores will be shared and discussed.
 - d. the Teaching Staff and parent(s) will continue developing each child's Individual Plan (last page of the Tracking System).
2. All meetings should be friendly, positive, and shaped by the stated purposes. Parents will be encouraged to ask questions, express their feelings, and discuss their impressions.
3. During the meetings, the teacher and the parent will complete either the "First Parent-Teacher Classroom Conference Report" form or "Second Parent-Teacher Classroom Conference Report" form, **including the parents' signature.**
4. If parent is unable to attend a conference for their child, the teaching staff will make two more attempts to schedule a conference and document this on the Conference Report. If parent does not attend the November conference, all materials will be given to parent on the second Home Visit in December or January. If parent does not attend the March conference, telephone contact will be made and then materials will be sent home by the child.
5. The teacher will submit the yellow copies of the Conference Reports (one for **each child** in the class) to the AD/ECD by Dec.15 and then for 2nd conference by April 15.
6. The ECD Staff will review the forms. The Data Entry Technician will enter the data.

Parent-Teacher Classroom conferences and Reports
Page 2

7. The original form (white copy) will be filed in the child's classroom file.
8. If, during the conference, any needs are identified that should be referred to the Family Case Manager, the teacher will give the FCM a copy of the "Parent-Teacher Classroom Conference Report" as a referral.

SOUTHWEST HRA HEAD START
FIRST PARENT-TEACHER CLASSROOM CONFERENCE REPORT

Child's Name: _____ Date _____

Parent/Guardian Name _____ Center _____

Person interviewed: _____ Relationship to child _____

A. Information/materials shared:

- _____ Tour classroom
- _____ Review child's daily attendance
- _____ Review child's portfolio
- _____ Review LAP-D Screening Form
- _____ Review LAP-D Assessment Booklet, Profile, & LAP-D Parent letter (ONLY if applicable)
- _____ Review Child Growth & Development Analysis (analysis completed in Oct.)
- _____ Continue Developing Child's Individual Plan
- _____ Discussion of child's participation in classroom
- _____ Review Form 10 in child's health folder
- _____ Discuss/review Center-Home Activities
- _____ Review Health Screenings
- _____ Review "Learn & Earn" project procedures
- _____ Complete the "Parent Opinion Survey"
- _____ Sign "In-Kind" form
- _____ Other: _____

B. Follow-up, if needed:

Parent Signature _____ Date _____

Teacher/Assistant Teacher conducting conference _____ Date _____

Teaching Staff: dates of attempted contacts with parent(s) if no Conference was completed:

1. _____ 2. _____ 3. _____

SOUTHWEST HRA HEAD START
SECOND PARENT-TEACHER CLASSROOM CONFERENCE REPORT

Child's Name _____ Date _____

Parent/Guardian Name _____ Center _____

Person Interviewed _____ Relationship to child _____

A. Information/materials shared:

- _____ Tour classroom
- _____ Review child's daily attendance
- _____ Review child's portfolio
- _____ Review LAP-D Assessment Booklet, Profile, and LAP-D Parent Letter (ONLY if applicable)
- _____ Review Child Growth & Development Analysis (analysis completed in Jan.)
- _____ Complete Child's Individual Plan
- _____ Discuss child's participation in classroom
- _____ Review Form 10 in child's health folder
- _____ Discuss/review Center-Home Activities
- _____ Review Health Follow-ups (if any)
- _____ Present Transition Folder Release Form for Parent signature (Parent's choice)
- _____ Review child's "Learn & Earn" notebook (Circle one: DID earn hat - DID NOT earn hat)
- _____ Sign "In-Kind" form
- _____ Other: _____

B. Follow-up, if needed: _____

Parent Signature _____ Date _____

Teacher/Assistant Teacher Conducting Conference _____ Date _____

Teaching Staff: dates of attempted contacts with parent(s) if no Conference was completed:
1. _____ 2. _____ 3. _____

**SOUTHWEST HRA HEAD START
PARENT OPINION SURVEY
(First Parent-Teacher Conference)**

We want to know if our Head Start Program is meeting the needs of you and your child. Please take a few minutes to answer the following questions. This will help us to plan and maintain a quality program now **and** in the future.

<p>1. How satisfied are you with the Head Start Program?</p> <p>Very much _____ Some _____ Not at all _____ Suggestions for improvements: _____ _____</p>	<p>2. How well have you been kept informed about your child's classroom activities & what goes on in the classroom?</p> <p>Very Much _____ Some _____ Not at all _____ Suggestions for improvements: _____ _____</p>
<p>3. How satisfied are you with the topics and classroom activities presented to your child this year?</p> <p>Very Much _____ Some _____ Not at all _____ Suggestions for improvements: _____ _____</p>	<p>4. Please list any other topics you would like to see presented in the Head Start classrooms.</p>
<p>5. How beneficial have the Parent/Child Book Bag Activities been for you & your family this year?</p> <p>Very Much _____ Some _____ Not at all _____ Suggestions for improvements: _____ _____</p>	<p>6. Which techniques are most helpful to you in gaining knowledge concerning your child's development? (Check as many as you wish.)</p> <p>____ Booklets (publications) ____ Newsletter articles ____ Center Home Activity Letters ____ Parent Meetings ____ Home visits from the teaching staff ____ "Parent Day" Activities ____ Volunteering in the classroom ____ This Parent/Teacher Conference ____ Book Bag Activities ____ High Hat stories (Learn & Earn) ____ Other: _____</p>

What changes would you like to see in the Head Start program? _____

Any other comments? _____

 Date Head Start Center Parent Signature (optional)