

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: C-Education and Child Development Program Services

Section: 1302.34 Parent & Family Engagement in Education and Child Development Services

Subject: Parent Conference

Policy:

The teaching staff will complete two parent conferences per program year for each child enrolled in center-based Head Start/ Early Head Start. Parent Conferences will provide an opportunity for the parent and teaching staff to discuss the child's educational and developmental progress and to get parent input on the assessment of their child. Teaching staff will complete two parent conferences with all children enrolled in Head Start/Early Head Start. The teaching staff will complete the first parent conference by the end of November/December. Head Start teaching staff will complete the second parent conference by the end of May. Early Head Start teaching staff will complete the second parent conference by the end of July. If a child starts at the end of the checkpoint period and a conference is due, then the teaching staff will use the Tri-County Head Start/Early Head Start Parent Conference form. Then the teaching staff will resume following the conference schedule.

Procedure:

1. The teaching staff must conduct two parent conferences for each child's family per program year to engage the parent/guardian in the child's learning and development. During the 1st Parent Conference, the teaching staff will review the items from informational checklist provided on the 1st Parent Conference cover sheet, TSG Family Conference form, and TSG Fall Development and Learning report. During the 2nd conference, the teaching staff will review the items from the informational checklist provided on the 2nd Parent Conference cover sheet, TSG Family Conference form, and TSG Spring Development and Learning report. If a child starts at the end of the checkpoint period and a conference is due, then the teaching staff will use the Tri-County Head Start/Early Head Start Parent Conference form. Then the teaching staff will resume following the conference schedule.

2. The teaching staff will schedule the conferences at the convenience of the parent. When scheduling a Parent Conference with the parent/guardian, the teaching staff will notify parents in writing of the scheduled conference. The conferences will provide parents and teachers an opportunity to discuss the child's developmental progress, parent input on the assessment of their child, and the child's participation in the program.

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3. All parent conferences should be friendly, positive, and purposefully done. Staff will encourage parents to ask questions, express their thoughts, ideas, feelings, and discuss any concerns or expectations they may have for their child.
4. The Parent Conferences will take place at the program site. Staff will generate the parent conference form and the Development and Learning report using Teaching Strategies GOLD. The teaching staff will also use the 1st or 2nd Parent Conference coversheet. The teaching staff and parents will sign, and date all of the forms and the TSG Learning and Development report at the time of the conference. Staff will file the conference forms in the child's education file in the Contact/Parent Conference/Home Visit section and the Development and Learning report in the Assessment section.
5. If the parent identifies a need during the conference, teaching staff are responsible for forwarding the information to the Center Director and/or the Family Advocate immediately. The Center Director/Family Advocate will forward the information to the appropriate Program Coordinator or designated staff to assist with the parent's need.
6. The teaching staff will give the Center Director a list of the completed parent conferences at the end of the designated period.
7. The Center Director will input all parent conferences into Child Plus in a timely manner.
8. The Education Coordinator will monitor the parent conferences in Child Plus.
9. If the teaching staff does not complete the parent conference due to the lack of family participation, there must be running documentation that the conference was scheduled on several occasions and the conference was canceled or a no-show by the parent. The documentation will be filed in place of the Parent Conference forms until the conference is conducted, in which those forms would be filed on top of the documentation.
10. The teaching staff will complete the Parent Conference in person.

*Applicable during a Pandemic or other catastrophic emergency. The Program will inform staff when to use face-to-face via Zoom, Class DoJo, or telephone conversation for parent home visits.