

Subject: Child / Family Parent Conferences

Source: Head Start Performance Standard 45 CFR Section 1304.40 (e) (5) 1304.21(a)(2)(iii) and 1304.40(i)

Policy

In addition to the two home visits, teachers in center-based programs must conduct staff-parent conferences, as needed, but no less than two per program year, to enhance the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program

All components of Early Head Start services will be integrated into the ongoing planning process for children and families throughout the year. Information will flow freely between families, service providers and other professionals involved in the lives of children. Family information is an integral part of the staffing. For children with disabilities and other special needs, all team members will be fully informed of each child's options, progress and services for collaborative planning and delivery of services for all children and families.

Procedure

- A. Each family will have a conference twice during the year. Children/families with high needs may require conferences on a more frequent basis.
- B. A child/family conference schedule will be developed for each conference and coordinated by the Center Coordinator.
- C. The following people may attend or be invited to each conference: Executive Director, Parent, Assigned Teacher (**will attend all conferences**), SSPI Manager, PED Manager, H/S Manager, Center Coordinator and appropriate service providers, and program consultants.
- D. One person will assume the role of facilitator and note taker.
- E. The following guidelines for conferences will be used:
 - 1. Set a date and keep the schedule. Advance notice will be given to all parties involved in staffing if the scheduled time is changed.
 - 2. Document who is present on the sign in sheet.
 - 3. Have available any appropriate information.
- F. Rescheduling is made available to all families in the event that they are unable to attend at their scheduled time.

Child Development:

The summary in this area will include a review of the child's developmental progress:

- A. Look at attendance record. If there has been a problem, a strategy will be developed to improve attendance record.

- B. Check Child Plus reports to see if all screenings are completed and follow up done. Check on status of all referrals.
- C. If there a behavior plan in place, review behavior related charts, observations, notes from consultants, and other data to substantiate decisions on current status of the plan and how it is working.
- D. Discuss status of home visits and parent/teacher conferences.
 - 1. Are they completed within time lines?
 - 2. Is action plan needed?
 - 3. Are there barriers?
 - 4.
- E. Begin or update the child's transition plan (to another program or to a Head Start program).

Disabilities:

- A. For children on an IFSP or in the referral process the ECI service coordinator will be invited to attend.
- B. Note next IFSP related meeting.
- C. Determine any need for additional evaluations, services or change of placement.
- D. Evaluate related services on IFSP and determine their effectiveness.
- E. The ECI service coordinator will share information on child's progress.

Health/Nutrition

- A. Refer to the Child Plus health section to ascertain whether the child currently has a medical and dental home. H/S Manager will note any barriers interfering with establishment of medical and dental homes.
- B. Refer to the health section of the binder and note any screening results which require follow-up and any open referrals.
- C.
- D. Refer to the Nutrition section of the binder to ascertain whether child's BMI is within normal limits and whether child requires a special diet when applicable.
- E. Refer to the Nutrition section of the binder to update the child's nutrition questionnaire, complete Texas Health Steps questionnaire, and verify if they are receiving WIC benefits.

Mental Health

- A. Refer to mental health section of the binder and note any referrals that have been made which require follow up. Note any barriers to receiving services and a plan to assist the family in addressing those barriers.
- B. Refer to the Resource and Referral domain to see if the family has expressed interest in mental health services and note any follow up needed.
- C. See Education section of this procedure for recommendations regarding behavior plan information.

Parent Involvement

- A. Review ways family has been involved. Enter information in Family Services section of Child Plus.
Make a plan to invite family to participate in program.
- B. Document strengths and accomplishments made by the family.