



4.5 Second Parent Teacher Conference/ Developmental Progress (HS) **Instruction Sheet**



PURPOSE STATEMENT:

The Parent Teacher Conference (PTC) provides parents/guardians and teachers with the opportunity for an in-depth discussion of the child's development and adjustment to the program. The conference provides a time for parents to share their observations of their child, ask questions, discuss their expectations, or express concerns. The Second Parent Teacher Conference/Developmental Progress Form documents the contents of the second PTC.

TIMELINE:

The second Parent Teacher Conference is scheduled to comply with the Education Timeline requirement.

STAFF RESPONSIBLE:

Teacher, Site Supervisor/Assistant Site Supervisor

INSTRUCTIONS:

1. Fill in child's name, date of birth, site name, and the date. Document "Yes" if a father/father figure participated in the Second Parent Teacher Conference and document "No" if a father/father figure did not participate.
2. Review the portfolio and provide it to the parent/guardian. Check the box when complete.
3. Discuss the child's progress using the Child and Parent Progress Reports and the child's portfolio. Document the child's strengths and the areas in which the child is currently working. Document the parent/guardian's feedback.
4. Identify and document goals for the child. Discuss the ways the family can support the child's progress during the summer months. Document any additional resources given.
5. If child has an IEP, discuss and document progress on the IEP Support Plan for Children with Disabilities. If not applicable, check the N/A box.
6. Review the related activities from the TK/Kindergarten Checklist. Update the Date/Initial of the TK/Kindergarten Transition Checklist form in Section 1 of the Child File.
 - a. Ask parent/guardian other support they need to prepare the child for Kindergarten. Record the parent/guardian response. Discuss the recommended activities for continued learning during the summer.



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7. Add any additional comments, if applicable. If none, write "N/A."
8. Parent/guardian and staff print and sign their names. Staff must also indicate their title. Additional family members and/or staff present may sign in the space below.
9. Attach the Child and Parent Progress Reports to the Parent Teacher Conference form.
10. Enter the conference in PROMIS, per the PROMIS Report Keeping Standard Operating Policy and Procedure, and file the completed form and the designated DRDP report signed by the parent/guardian in the Child File under Section 4: Education.