

Head Start Conference Form Instructions-2016

1st Parent/Teacher Conference

- Make sure ALL items are filled out/completed
- P/T conference (✓ -checked)
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ School)
- Items of Discussion-Screening Results, ***School Readiness***, Classroom Events, Child Health Info (Any allergies you noticed on paperwork, etc.), Attendance, Parent Participation (volunteering). ***Be sure boxes are marked. (Items of Discussion)***
- Add at least one additional topic of discussion
- Make sure you list a parent comment
- No TSG activities on the First P/T Conference form
- Answer (YES) to the School Readiness Goals question ***at the bottom of the page.***
- N/A-Dev. & Learning Report
- (✓ -checked) the box next to Brigance III Scoring Tool (If child begins later, make a note on the P/T Conference or next Education Home Visit).

Education Home Visits

- Make sure ALL items are filled out/completed
- Education Home Visit (✓ -checked)
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ Child's Home)
- Items of Discussion-***TS GOLD Results & School Readiness.*** ***Be sure boxes are marked. (Items of Discussion)***
- Add at least one additional topic of discussion
- Make sure you list a parent comment
- TS Gold Activities-YOU TAKE FOUR (4) ACTIVITIES INTO THE HOME:
 - Parent will choose two (2)- Those activities stay in the home
 - You will take two (2)-Those activities you work on with children, in your classroom.
(These will be placed in a folder/notebook on desk and noted on the lesson plan each week).
- Mark the box (YES) next to the Development and Learning Report question at the bottom of the page
- N/A to the School Readiness Goals question at the bottom of the page

Last/Final Parent- Teacher Conference

- Make sure all items are filled out/completed
- P/T Conference (✓ -checked)
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ School)
- Items of Discussion-***TS Gold Results, School Readiness, Classroom Events (End of the year events).*** ***Be sure boxes are marked. (Items of Discussion)***
- Add at least one additional topic of discussion
- Make sure to list a parent comment
- Choose two summer activities for the parent to work on over the summer break and list these
- N/A to the School Readiness Goals question at the bottom of the page
- Mark the box (YES) next to the Development and Learning Report question at the bottom of the page