

Head Start Conference Form Instructions-2018

1st Education Home Visit

- Make sure ALL items are filled out/completed
- Education Home Visit (✓ -checked) **& at least 15 minutes in duration**
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ Child's Home)
- 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 Education Home Visit 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 Ed. Home Visit form or next Parent-Teacher Conference form).

1st Parent Teacher Conference & 2nd Education Home Visit

- Make sure ALL items are filled out/completed
- 1st P/T Conference Visit (✓ -checked) **and at least 30 minutes in duration**
- 2nd Education Home Visit (✓ -checked) **and at least 30 minutes in duration**
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ School)
- 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 INTRODUCE FOUR (4) ACTIVITIES during the visit:
 - Parent will choose two (2)- Those activities go home with the parent
 - You will keep 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) **& at least 30 minutes in duration**
- 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