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| <b>Performance Standard:</b> | <b>Program Operations<br/>Family and Community<br/>Engagement Program<br/>Services</b> | <b>INCA Community Services</b><br><br><b>Head Start &amp; Early Head Start<br/>Policies and Procedures</b><br><br> |
| <b>Sub Category:</b>         | <b>Subpart E - 1302.34 b 3</b>   |  |
| <b>PC Approval Date:</b>     | 9/2018   |  |
| <b>GB Approval Date:</b>     | 9/2018   |  |
| <b>Form:</b>                 | Parent/Teacher<br>Conference Form  |  |
| <b>Responsible:</b>          | Teachers, Area Supervisors, Education Manager  |  |

## Parent/Teacher Conference

### Policy

Parent/Teacher conferences are scheduled two times a year to discuss child development and educational progress to enhance the knowledge and understanding of both staff and parents. [\(see Parent and Family Engagement in Education and Child Development Services\)](#)

### Conducting a Parent/Teacher Conference

Every attempt is made to schedule a conference with the family.

- Classroom Teaching staff schedule Parent/Teacher conferences to take place in the Winter and Spring, to coincide with the collection of the child outcomes data.
  - Classroom Teaching staff make efforts to schedule a conference at times convenient for the parent(s) to attend.
- Parent/Teacher conferences may take place at the center or at other agreed-upon location.
- If person-to-person contact is not possible, a phone conference can be substituted and documented on the Parent/Teacher Conference Form.
- Inca Head Start Parent/Teacher Conference Form
- Classroom Teaching staff complete all items on the Parent/Teacher Conference form during the conference.
- At the end of the conference, both parent and Classroom Teaching staff sign the Parent/Teacher form.
- If a parent declines the Parent/Teacher Conference, the Area Supervisor/FEC signs on the form verifying it was declined.

### Documentation/Record Keeping

- Classroom Teachers, enter the date the Parent/Teacher conference was completed, scans and attaches a copy in Child Plus.
- Classroom Teachers, enter the date of attempts to complete Parent/Teacher conference and reason for not completing the conference into Child Plus. Scans and attaches a copy of the form declining the conference, verified by Area Supervisor/FEC into Child Plus.

**Definitions/Acronyms**

PC - Policy Council  
GB - Governing Board  
INCA - Head Start and Early Head Start programs  
HS - Head Start program  
EHS - Early Head Start program  
FEC - Family Engagement Coordinator

**Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.