

COMPREHENSIVE PARENT/STAFF CONFERENCE POLICY

PURPOSE:

To provide an opportunity for staff and parents to discuss each child's growth and development, and plan an individualized education program to meet the child's physical, intellectual and social/emotional strengths and needs.

To discuss and develop plans to complete required screenings or tasks related to promoting strong child and family growth.

To provide and gather information about the child's strengths and goals for subsequent educational settings and plan activities for transition purposes.

To include parents as the primary educators of their children in the initial planning, ongoing development, and review of their child's education plan (to include IFSP goals.)

PROCEDURE:

Conferences will occur at least 2 times per program year. A third conference may be needed by those in full day/full year classrooms in order to prepare for the child's next educational setting. Staff will use the Comprehensive Parent/Staff Conference Form to document each visit.

To prepare for the completion of Comprehensive Parent/Staff Conferences, staff must complete the screening process within the first 45 days from the data of entry. Internal Referral forms will be completed immediately for any child with a concern from the screens and will be returned to the Education/Disabilities Director (within one week of completing the screen.)

Conferences for center base or full day programs will take place in the center and will be in addition to home visits. Combination and Home Base option conferences will occur in the home as part of a regularly scheduled home visit.

FOR HOME BASE AND COMBINATION CLASSROOMS

- The first staffing will occur by November 30th or within 90 days of first day of service for children. The Comprehensive Parent/Staff Conference will be completed as part of a home visit by the home visitor for the family. Prior communication with team members, Child & Family Services Managers and appropriate Administrative Team members must take place before the completion of the Comprehensive Parent/Staff Conference to ensure input on strengths and needs or issues to address.
- The second staffing will occur on a February home visit and will include information on transition to a new educational setting when the child transitions to public school or other educational settings.

FOR FULL DAY/FULL YEAR PROGRAMS

- The first staffing will occur throughout the first full week of November. For late enrolled children the first staffing will occur within 90 days of the first date of service.
- The second staffing will occur throughout the first full week of February.
- The third staffing may occur as needed for children transitioning to Head Start from EHS or when a meeting is needed for purposes of transitioning a child to public school or other educational settings.

FOR CENTER BASED PROGRAMS and FAMILY CHILDCARE (FCC)

- The first staffing will occur on the first Thursday and Friday of the first full week of November during non-class times. For late enrolled children the first staffing will occur within 90 days of the first date of service. Prior communication with team members, Education Managers and appropriate Administrative Team members must take place before the Comprehensive Parent/Staff Conference to ensure input on strengths, needs, or issues to address.
- Conferences must take place in the center/Family Childcare and will be in addition to required home visits.
- The second staffing will occur the first Thursday and Friday of February during non-class times.

PREPARING FOR COMPREHENSIVE STAFFINGS

- * Child and Family Advocates, Teachers, FCC, and Program Managers will be responsible for:
 - Completing the Comprehensive Parent/Staff Form to include information from component staff for each item addressed for the child or family (by the staffing date) and indicating whether an item is of concern or not and documenting the dates of completion where indicated. In full day centers, Family Advocates are responsible for completing a portion of the form.
 - Inviting parents to and scheduling Comprehensive Parent/Staff meetings to develop child and family goals.
 - Contacting program directors, health resource specialists, child & family services managers and other applicable agency partners before and after Comprehensive Parent/Staff Conferences to gather and share information.
 - Reviewing the Release of Information form to ensure that permission is given to share information with outside agencies.
 - Inviting and including outside agency staff and consultants involved with specific children to provide information on existing services, goals and plans involving Head Start families (may include ESD, Child Welfare, DHS, mental health, CASA worker and/or others as needed.)
 - Recording appropriate information in the progress notes within two weeks of the staffing and filing the Comprehensive Parent/Staff Conference form appropriately and providing parents with an indicated copy.
 - Children's education goals will be written on Individual Child Goal Tracking Sheets.

INITIAL STAFFING:

- Ensure a positive tone for the staffing.
- Discuss the Comprehensive Parent/Staff Conference form and documentation of concern and/or date completed
- Discuss health services requirements and follow-up and identify, with the parent, plans for completion of incomplete screens.
- Briefly share documented observations, assessment information, parent input, and information from non-attending personnel (in writing if possible.) Include information from bus drivers, cooks, and other personnel with appropriate information.
- Identify goals for home and share ideas for goal activities with the parent. Ask for parent input on ideas for activities to include in lesson plans.
- Provide and gather information from parents for their child's strengths and goals and

document them on the Comprehensive Parent/Staff Conference form. (Address all of the developmental outcomes domains)

- Family goals may be needed to plan for the completion of required health screens. Child and Family Advocates need to schedule an appointment with the parent to write Family Partnership goals. Teachers need to share information from the conference with Family Advocates to ensure that Family Partnership goals addressing screening concerns can be written with parents.
- Update and review records and information, providing information for Progress Notes related to staffing as needed.

SECOND AND THIRD STAFFING (where applicable):

- Ensure a positive tone for the staffing.
- Access information from team members, Education Managers, and Administrative Team members as needed.
- Discuss the Comprehensive Parent/Staff Conference form and documentation of concern and/or date completed
- Discuss health services requirements and follow-up and identify, with the parent, plans for completion of incomplete screens.
- Briefly share documented observations, assessment information parent input and information from non-attending personnel (in writing if possible.) Include information from bus drivers, cooks, and other personnel with appropriate information.
- Identify goals for home and school with the parent. Ask for parent's input on ideas for activities.
- Share ideas for goal activities that parents can try at home.
- Parents will sign the Comprehensive Parent/Staff Conference Form giving UMCHS permission to share information with the next educational setting for the child. For children transitioning to kindergarten, ensure that the elementary school portion of the Authorization for Release of Information form is initialed so that appropriate information may be shared with the child's public school.
- Share information about completion or progress of children's goals from the Individual Child Goal Tracking Sheet.
- Follow up on any incomplete tasks and plans to complete.
- Discuss any modifications to goals with parents to include information for transition, if applicable
- Update and review records and information, providing information in Progress Notes as needed.
- Initial completion and review with parent(s) of Kindergarten Readiness screening for children going to Kindergarten in the fall.