

# FIRST PARENT TEACHER CONFERENCE/ CLASSROOM ORIENTATION SUU HEAD START

Parents initial each item reviewed during the parent/teacher conference. If all items cannot be covered during the conference parents or guardians date and initial the item when completed.

- \_\_\_ 1. Child was given National Reporting System Assessment.
- \_\_\_ 2.. While child is being assessed, parents were asked to complete the DECA Survey and sign the permission form authorizing it's use.
- \_\_\_ 3. The procedure used for signing children in and out of the classroom was explained. The Child Release Policy was reviewed, including the safety reasons for keeping the child release information current. Teachers also explained that sign-in form would be used to document parent's in-kind.
- \_\_\_ 4. Child was also asked to sign in, using any stage of writing. Teachers explained the importance of making this time a completely stress free experience for the child and that these writing samples would be kept in the child's Portfolio.
- \_\_\_ 5. Parents and children were given a tour of the classroom and the playground and teachers explained the class schedule and showed the child their cubbie.
- \_\_\_ 6. The child participated in group activities, then was encouraged to wash hands, have a snack, clean up and brush teeth.
- \_\_\_ 7. Children and parents were shown the Child's Portfolio and teachers explained why we save samples of the children's work. (Portfolio may be sent home to decorate.)
- \_\_\_ 8. Teachers explained the benefits to the child, parent and the program of parent participation in the classroom. The Volunteer Observation Form was explained and the parents were given the opportunity to schedule days on the volunteer calendar.
- \_\_\_ 9. Parents were given a copy of the Yellow Pages and resources were reviewed. Parent bulletin board was also discussed and parents were encouraged to check it for important information each time they came to the classroom.
- \_\_\_ 10. If not previously completed, parents read and sign whether they want their child to be given daily fluoride treatments in the classroom. (Excluding Milford)
- \_\_\_ II. Parents were invited and encouraged to come to Parent Orientation Night.

Child's Name \_\_\_\_\_ Center \_\_\_\_\_ Date \_\_\_\_\_

Teacher sig. \_\_\_\_\_ Advocate sig. \_\_\_\_\_

Parents/Guardians sig. \_\_\_\_\_