

Family Conference & Transition Report 0-5

Procedure/Approach

Family engagement is an integral component of Head Start. We recognize parents as their children's primary teacher. One of the ways this occurs is through home visits and family conferences. Head Start and Early Head Start teachers must make two visits to each child's home: one is the Initial Home Visit and the other at a Family Conference. In addition, there are two to three more family conferences, which are typically held at the center. However, these conferences may occur in the family's home, or another agreed upon location.

Head Start Program Performance Standards:

1302.33 Child screenings and assessments

1302.34 Parent and family engagement in education and child development services

1302.50(b) Family Engagement Approach

1302.51 Parent Activities to promote child learning and development

Department of Early Learning & Care:

4140305-0610 Feeding Infants & Toddlers

Family / Teacher Conferences:

Approach:

- Each family will receive a minimum of 2 Family Conferences. (Fall and Spring)
 - Winter Conferences will be conducted as needed and/or requested by a family. All families will receive their child's winter Report Card at drop off/pick up or at a requested conference.
- All EHS classes will receive a minimum of 3 Family Conference (Summer).
- **At least 1 Family Conference is required in the family home.**
- The goal of subsequent home visits (Family Conference in the home) is to continue building partnerships and relationships. This visit is for the family and teachers to share information about the child and their progress. **This is a time to celebrate the children and their efforts and accomplishments.**

Before Conferences:

1. Review the Safety Practices within the IHV Procedure.
2. Schedule Family Conference with the family/guardian.
 - a. The conference should be **one hour** in length. **Do not schedule visits/conferences too closely together.**
 - b. If possible, schedule your conference in conjunction with your monthly Parent Guidance Plan Meeting (see [*Child Guidance Plan and Emergency Plan Policy and Procedure*](#) for more details).
3. Review IFSP and Guidance Plan for progress towards goals.
4. If a child is entering the program mid-year the visit will count as IHV & Conference (see [*Initial Home Visit Procedure*](#))
5. **Materials to bring to the visit:**
 - a. Portfolio/Work Sample (HS) or photo of child engaged in classroom activity.
 - b. SmartTeach Report Card or Transition Report (for final conference).
 - c. Health Individual Care Plan as needed.
 - d. Toys and activities.
 - e. Development and Learning Report and/or Child Profile Report for setting child goals (and any other relevant data).
 - f. Family Progress Report.

Required activities are:

1. Sign out in the destination log when going to the family's home.
2. Review and go over MTS Report Card with the family/guardian.
 - a. For families that have a home language of Spanish, create one in English for the child electronic file and one in Spanish to leave with the family.
 - b. For families that have a home language other than English, the Report Card to be completed in English first and then translated if possible.
3. Generate new goals: You and the Family will develop and record specific plans for their child on the Report Card. The plan will include...
 - a. 3 individualized school readiness goals utilizing the Teaching Strategies Objectives for Development and Learning. These goals should be

developmentally appropriate for the child to reflect their individual progress and growth towards milestones.

- i. Indicate by highlighting, circling, starring etc. which “Next [child’s name] Will” goal on the right side of the Report Card in collaboration with the family.
 - ii. For children on an IFSP and/or a Child Guidance Plan, goals should be discussed and reviewed. These pre-identified goals will be the child’s school readiness goals.
 - b. Home and school activities. Discuss/send activities to support the child’s progress towards goals while at home with the parent.
 - i. This plan can be legibly handwritten on the Report Card to capture the agreed upon plan.
4. Completing the Report Card:
 - a. Both the teacher and the family member will sign both copies of the form. One copy will be left with the family, and the other copy will be uploaded in the child’s electronic file.
 - b. Upload Report Card to SHINE and shred the original copy.
5. It is essential families share their observations and input. Discuss SmartTeach Family App. Encourage families who do not have an account to accept an invitation from the teacher to create an account.

After the Family Conference is Completed:

1. The Conference is documented in SHINE, on the Ed tab. Include, who was present, the location (home or center), goals with home and school activities and parent feedback. (Shred original copy after uploaded).
2. Individual Care Plan- send email to Health Coordinator if changes/updates are needed.
3. Send any relevant activities and materials from SmartTeach to the family to support children’s goals in the home (as needed).
4. After conferences all children’s goals will be added to the Child Individualization Form and added to the Planning/Debrief Binder for reference.
5. Winter Report Card Delivery- all Report Cards will be delivered during drop off/pick up or via a requested conference to the family or individuals with appropriate permissions. All deliveries will be documented in Shine as a Family Conference.

- a. If a conference is requested, follow the above guidance.
- b. If the Report Card was delivered at pick up, upload the Report into Shine, put the date of delivery and note how it was delivered, to whom, and the identified goals.

* After 3 attempts to schedule a conference with planning notes in Shine with all attempts, you may find an alternative way to get the Report Card and Family Progress Reports to families (e.g. Email, Mail, Pick Up/Drop Off). Then document in SHINE as a new Parent-Teacher Conference Documentation Note, following the aforementioned steps.

Transition Report:

Approach:

Transition Reports must be completed for **all children** in Early Head Start and Head Start. Reports will be sent to the school districts to support our children Transitioning into Kindergarten. They will be sent to new Head Start Teachers, and new Early Head Start Teachers. Every child will make a transition whether it is within our program or to another. This form will help ease that transition. Family Advocates will prioritize conferences for families with high needs.

Transition Reports must be completed and uploaded into the Education tab in SHINE. (see screenshot below). **All Transition Reports must be uploaded in accordance with the due dates on Dates and Deadlines put out by the Education Department.**

Preparation:

Area Assistants will add the child's name, picture, date of birth, and teacher information to the form and place all in a file. The file will be shared with the teacher who will complete the forms and attach any additional documents (guidance plans/IFSP).

Content Guidance:

- School Readiness Skills Mastered - list 3 dimensions that the child has mastered (showcase their strengths). *All areas of assessment are considered School Readiness Goals.
- Social Emotional Snapshot - create a picture of where the child is in their social emotional development. Use SmartTeach indicators or dimensions to reference.

- Interests - describe what the child likes to do in the classroom. This information will be incredibly helpful for teachers to intentionally plan for incoming children.
- Goals/Next Steps - list child goals from family input, summer slide, school readiness.
- Additional Information to Support Child Success - this could include child guidance strategies, referrals, IFSP, child's home language, any tips or tricks that could help the teacher to support the child.

SAVE report as:

- Example: EHS-EHS ssmith (first initial last name)
- Example: EHS-HS ssmith (first initial last name)
- Example: HS-HS ssmith (first initial last name)
- Example: HS-K ssmith (first initial last name)

Please see the sample report that is attached (Marta S.).

Children transitioning to Kindergarten on an IFSP:

If you have a child on an IFSP and you cannot participate in their IFSP Team Meeting, please send a separate write-up to the Behavioral/Disabilities Supervisor via email. The write-up should pertain to the child's progress made on goals, and any additional support to be considered for kindergarten. The Behavioral/Disabilities Supervisor will participate in the IFSP Meeting on your behalf.

Please be mindful of our [Confidentiality Policies and Procedures](#) and be sure to erase all sensitive information from your computer after completion of your reports.

Spring/Summer Conferences: Family Input:

During your Spring/Summer (final) Conferences you will share the Transition Report (in place of the Report card) with the family and add any input that should be included. Share with them the items in the Transition Activity Folder (created by FS) and how to utilize them and reference the Summer Slide handout. Then, send the family a copy via email, mail or SmartTeach family app or at drop-off/pick up.

Visit Documentation: Document the transition conference in the ED Tab as a Family Conference. Include who was present, goals identified (include strategies/activities for summer), parent input, **school/program the child will be attending next program year** and how you will be sending the family a copy of the Transition Report.

Next Steps: Send home child portfolio (HS) once conferences are completed.

EHS/HS Duration: Focus on the identified next steps and goals from the transition report for the remainder of their program year.

* After 3 attempts to schedule a conference with planning notes in SHINE of all attempts, please find an alternative way to get the Transition Report and Family Progress Reports to families (e.g. Email, Mail, Pick Up/Drop Off). Then document in SHINE as a new Parent-Teacher Conference Documentation Note, following the aforementioned steps.