

Conference Policy

In handbook

Importance of conferences:

Parent- Care Provider conferences are important in helping parents stay up to date with how their child is progressing. Having conferences allows me to talk to the parents and see if the children are taking what they learn and using it in everyday life. A special note will be sent home when conference time is nearing and parents can sign up for certain times on a sign-up sheet near the front door.

Scheduling conferences: Scheduling sheet is near sign in/sign out chart

If a parent wants to schedule a meeting for any reason, at any time they can call or email me to set up a conference. I will give them a conference sheet and they will have to fill out a time, date and reason for this conference. I will do my best to accommodate the time and date that is written, but if I am unable to meet on the date and time written then I will call the phone number provided and plan a meeting that works for the both of us. If a parent has scheduled a meeting and has to cancel for any reason, please call to confirm cancellation of the meeting.

Individual conferences:

One on one conferences are always encouraged, if a parent wants to know the progress of their child or if they have anything they need to talk to privately then parents can either call or schedule an individual conference on the conference scheduling sheet and plan a time to meet. *If any conferences are scheduled they will be put on a monthly calendar.*

Emergency conference:

Emergency conferences are only necessary when an event has occurred that has to be addressed immediately such as a fight. If a fight were to occur between two children then a call will be sent to the parents of the children and upon pick up a meeting with both children and their parents that will address the cause of this fight and how it was resolved, and if any child is seriously injured that would also be discussed as well as further disciplinary actions towards the children. An example of a further disciplinary action would be a suspension or termination from the learning center.

Group Sessions:

At least four times a year I will get all the parents together and have a group conference. I do this so that each parent has a chance to voice any grievances they may have in an open, neutral environment. I also use group conferences to get opinions on field trips, fundraisers, and to hear what they think is helping with their child's development and what is not. Group sessions are usually the first day of each season, March 1st, June 1st, September 1st, and December 1st. *If any conferences are scheduled they will be put on a monthly calendar.*

Formal conferences:

Aside from group sessions I also hold formal conferences, these conferences are mandatory via in person or zoom. These conferences are usually held a few days after group sessions. One of the conferences was held Friday March 5th. Families were able to air out grievances, vote for changes they would like to see made at the daycare, and talk about the progress their child is making. This is not just a time for me to talk to the parents, it's also a time for the parents to talk to each other in a neutral environment. During this conference I was able to talk to the parents on how they were best dealing with the pandemic and take notes on some things that can be added into the daycare.

The next Formal conference is Friday June 4th and by then we will be able to talk about if the changes that have been made have been effective or not.

Aside from formal group sessions, I also will be holding formal individual conferences for families twice a year. In march and in september.