

**Family Conference Form
Procedure
2011-2012**

The purpose of the Family Conference Form is to share information with the families and jointly plan how to best support the progress development and learning.

1. During each checkpoint teachers will organize observation notes and samples of work completed.
2. Each team will analyze observation notes and samples of work completed and what they tell them about the child's progress.
3. After scoring and finalizing the Progress Checkpoint Overview of each checkpoint period, each team will review what they have learned from the Individual Child Profile.
4. On CCNET program the Family Conference Form is found under the **Communications** Section.
5. The staff will create the Family Conference Form report from the information provided in the finalized Progress Checkpoints.
6. Refer to steps in Completing CCNET Step 6 .
7. After you complete that step, you may type information on Family Activities and Special Interest. Make sure you type factual-objective information.
8. You may enter information on Situations or Experiences that Cause Distress: make sure you type factual-objective information. Keep your opinion out of the information.
9. Share the child's strengths as well as any areas of concern.
10. Invite families to share their own observations.
11. Record what you learn in Family Comment and Special Circumstances.
12. Next Step; Jointly develop a plan for the child, based on the information you and the family exchange during the meeting.
13. Signatures of parent and staff member are required at completion of Family Conference Form.
14. The Family Conference Form goes in the children's folder behind the Home Visit/Parent Conference.
15. Each team will share and document the Family Conference Form within two weeks of checkpoint dates.

