

## Handout 18: Planning for Your Conference with the Teacher

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### Setting up the conference

Think about what arrangements would work best for you.

- What would be a good time and place?
- Do you want anyone else to be there?
- What do you want to be the main focus of this meeting?
- Do you have any transportation or child care needs?
- Will you need any help (a translator, wheelchair access, etc.)?

Think about what records or information you want the teacher to have at the meeting.

As you set up the meeting, speak up about your needs and preferences.

### Before the conference

Talk with your child about what's going on at Head Start — what he or she likes or doesn't like about it.

Think about what you want the teacher to know about your child and your family (make a list).

Think about what you want to ask the teacher (again, make a list).

Pull together any records or information you want to share with the teacher.

**Handout 18: Planning for Your Conference with the Teacher (Continued)**

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### At the conference

Remember that you are an equal partner with the teacher.

Tell the teacher what you want him or her to know about your child.

Ask the teacher the questions you want answered.

If you do not understand something, ask to have it repeated or explained.

Discuss goals for the child (skills he or she needs to work on).

Ask how Head Start will support these goals.

Ask how you can support these goals.

Make plans with the teacher for keeping in touch between conferences.

### After the conference

Discuss the conference with your child and mention:

- The good things the teacher said.
- The goals for the child (skills he or she needs to work on).
- How the child can work on these goals at Head Start.
- How you will help with these goals at home.

Follow through with plans to help your child with their goals.

Praise your child for working at their goals.

Whenever you feel the need, call the teacher or arrange another conference.