OLP ECC Families,

I and our teaching staff at Presentation ECC would like to take this opportunity to invite you to attend a conference with your child’s teacher. Conferences are an important opportunity for you to sit down and discuss your child’s progress with his/her teacher.

Conferences are approximately 15-30 minutes in length, just enough time for you to ask more specific questions, raise any concerns, and celebrate your child’s progress to date. Please arrive for your scheduled conference on time so we can keep all conferences on schedule. If you have specific concerns and would like for your child’s teacher to address these concerns during the conference please contact them so they can make sure they have additional information available. Should there be a need for more discussion beyond your scheduled time period, another meeting can be scheduled.

In an effort to give parents an option for their child and any siblings during their scheduled conference time we will have a few afternoon staff members available to watch children in the indoor play area while conferences are being conducted. Please make sure you let the assigned staff members know when you are dropping your child off and when you pick them up to leave. This will ensure that we are aware of the children we are responsible for at all times.

I encourage every family to take this opportunity to talk about your child’s progress and give feedback about your experience this year. I will be available in my office and would welcome you to stop by with questions or concerns as well. I look forward to seeing everyone on February 19.

Catherine M. Koob

Director