

 Policy #: E-3	Effective Date: 5/29/97	Page #: 1 of 5
Ref #: 1304.21 (a)(2)(iii)	Policy Council Approval Date: 8/28/07,	Revision Date: 4/12/07, 8/16/07

COMPONENT: EDUCATION

SUBJECT: STAFF-PARENT HOME VISIT AND CONFERENCE

PERFORMANCE OBJECTIVE: To encourage staff-parent conferences and home visits to discuss their child’s development and education.

OPERATIONAL PROCEDURES: There shall be participation in staff-parent conferences and visits by members of the education staff. No less than two home visits will be made per child, per year. The teacher and/or the teacher’s assistant and the bus driver will jointly make visits.

INITIAL HOME VISIT

The purpose of the initial home visit is to meet the child and family, to smooth the transition from home to school for the parent and the child, to share information about the beginning of school and to encourage parent’s involvement. This visit will be made prior to the beginning of the fall classes, while the end of the year home visit will be made in May. Parent conferences will be scheduled in October and February and held at the child’s center to discuss the child’s progress and review information.

A home-visit will be conducted prior to entry within Head Start. The Bus Driver must accompany the teacher and/or teacher assistant on all home visits.

	<u>Topics to Cover</u>	<u>Items to Complete</u>
Explain:	Parent Handbook Resource Manual Monthly Newsletter “All About Me Packet” Child Care Licensing	Creative Curriculum Developmental Continuum Volunteer Sheet Home Visit Form Parent Workshop Questionnaire Volunteer Questionnaire Ethnic and Gender Diversity Form Curriculum Questionnaire Photographic Permission Form Transition from Home to School Form Family Style Eating Form

First Home Visit packet contains the following items:

Initial Home Visit Record	Give your Child a Head Start
Family Style Eating	Childcare Licensing
101 Ways to Praise a Child	Ethnic and Gender Diversity Questionnaire
Parent Bus Rules	Transition Home to School Form
Classroom Volunteer Guidelines	Developmentally Appropriate Practice
All about me scrapbook	Lead Packet
Child Guidance Techniques	Emergency Card
Parent Handbook	Resource Manual
Curriculum Questionnaire	As I Am Curriculum

PARENT CONFERENCES

The purpose of the first conference is to inform the parent of the child's assessment results and to provide ideas for parents on how to work with their child at home. To gather information concerning parent's expectations and to share information pertaining to the child's self-concepts, socialization skills, behavior, and assessment procedures.

The second conference is to discuss the transition of their child into kindergarten. Items to be completed: Parent Questionnaire and Transfer of Record Release Forms.

END OF YEAR HOME VISIT

The end of the year home visit will include:

<u>Topic to Cover</u>	<u>Items to Complete</u>
Summer Packet	Home Visit Forms
Assessment Results	Parent Information Form
Child's Progress	End of Year Home visit
Transition Material	
Child's File is returned	

If staff is not able to make a visit, all attempts to contact the family must be documented and noted on the form. At least three attempts will be made.

If staff observes any social service needs during the visit, the information will be shared on a Family Contact Form and sent to the appropriate Family Service Worker. If an emergency, phone the Family Service Worker and then complete the proper paper work and send it to the Central Office.

TEACHER'S INITIAL HOME VISIT RECORD

CHILD'S NAME: _____ **CENTER:** _____

DATE & TIME OF VISIT: _____

ADDRESS: _____

PARENTS/GUARDIANS NAME: _____

PLACE OF VISIT: HOME _____ **CENTER** _____ **OTHER** _____

PERSON PRESENT AT HOME VISIT _____

Head Start Teachers visited us today and explained the following: (Please check off items as you discuss)

DATE

PARENT/GUARDIAN SIGNATURE

____ **Parent Handbook**

____ **Resource Manual**

____ **Monthly Newsletters**

____ **Child Packet/Form**

____ **Childcare Licensing**

ITEMS TO BE COMPLETED

____ **Volunteer**

____ **Parent Workshop Questionnaire**

____ **Ethnic and Gender Diversity Form**

____ **Transition from Home to School**

____ **Home Visit Form**

____ **Volunteer Questionnaire**

____ **Curriculum Questionnaire**

____ **Family Style Eating Form**

Parents Comments: _____

Staff Comments: _____

DATE

EDUCATION STAFF SIGNATURE

**HIGHLAND RIM HEAD START
PARENT TEACHER CONFERENCE REPORT**

Child's Name: _____ Date of Visit: _____

Address: _____ Date of Birth: _____

Parent/Guardian's Name: _____ Telephone No. _____

Materials Left During Visit: _____

Parent Comments/Concerns: _____

Description of Visit: _____

Follow-up/ Referrals: _____

Additional Notes of Comments: _____

Teacher's Signature & Date

Parent's Signature & Date

**HIGHLAND RIM HEAD START
END OF YEAR HOME VISIT**

DATE OF VISIT: _____

CHILD'S FULL NAME: _____

SIGNATURE OF STAFF MAKING VISIT: _____

The purpose of this visit is to provide summary information to parents about Head Start services and share information about summer activities/kindergarten requirements.

Dental Component: Copies of dental are given to all parents as services are finished throughout the year.

Education Component: Lap-D pre and post assessments will be reviewed and a discussion of the child's progress with strengths and weakness. A summer packet and transition file will be left for the parent to work with the child on kindergarten readiness.

Disabilities Component: The Local Education Agency (LEA) will meet with parents of special needs children and Education staff to discuss services (IEP goals, M-Team meeting schedules), to transition children, and the most appropriate placement.

Health Component: Discuss with parents their options regarding the delivery of health services this year. Any appointments that need to be completed before the end of the funding year (6/30) should be discussed with parents at this time.

Parental Involvement: Discuss with parents their opportunities for participation in the program. Ask for any suggestions/ideas about how to strengthen parent involvement in Head Start.

School registration Status Enrolled Not Enrolled

The above items were discussed with me.

Signature of Parent/Guardian

Date

