

<b>Area:</b>	Child Development
<b>Subject:</b>	CD14 – Family Home Based Visits
<b>Reference:</b>	1306.33 (a-b)
<b>Policy:</b>	Home Based Educators will support each family in their role as the primary educator for their child/children or during pregnancy by supporting the family in using the home as the child's primary learning environment.

**Procedure:**

Home Based Educators will use strategies from the Parent Interacting with Infants (PIWI) approach and adopted curricula during all family visits.

During orientation/enrollment:

1. Home Based Educators will use this opportunity to begin to establish a relationship with the family by getting to know them and providing them with information about the home based program option. Home Based Educators will use the talking points below to guide the interaction with the family:
  - Family structure/dynamics/history
  - Staff and parent roles during the visit
  - Importance of home visits and play group participation, the number of and length of home visits and playgroups, and the family's availability to actively participate in each session.
  - Barriers that might prevent the family from fully participating.
  - Commitment to reinforcing child's School Readiness goals during the time between family visits as well as prenatal care during pregnancy.
  - Program policies, procedures and the parent handbook.
  - Complete enrollment forms.
2. Home Based Educators will work with the family to schedule future weekly home visits or bi-monthly home visits when supporting an expectant family. Home visits will be scheduled on the day and time that best accommodates the family's schedule.
3. Home Based Educators will document information gathered from orientation/enrollment visit on the Family Home Visit Plan

During weekly home visits:

1. Home Based Educators will continue to develop the relationship and support families as their child's first educator by:
  - Highlighting parent-child interactions that support the development of trusting and emotionally secure relationships.
  - Supporting expectant families with all their unique needs during pregnancy to ensure a healthy pregnancy and child.
  - Encouraging use of the home as a learning environment that supports the child's

growth.

- Use strategies to support the child/family home language and culture
- Facilitating the parent/guardian's growth in their capacity to lead the interactions with children during the home visit.
- Reinforcing how everyday experiences and care routines support their child's school readiness skills.
- Sharing with parents how their child's skills are linked to the Head Start Early Learning Outcomes Framework's five central domains (Approaches to Learning Social and Emotional Development, Language and Literacy, Cognition, and Perceptual, Motor, & Physical Development).
- Using a coaching approach to support adult learning (parent/guardian).
- Building capacity through focusing on strengths demonstrated by the family.
- Providing family's with necessary and requested community resources to support the accomplishment of selected family goals.
- If present, include other family members in the home visit that are a regular part of the family structure.

#### School Readiness Planning Process:

- During the first collection period, staff will utilize the Home Based School Readiness Plan to plan goals in the five central domains, ASQ and ASQ-SE results as well as the IFSP goals if applicable.
- After each collection period, staff will develop a summary of the child's progress and document it on the family home visit plan in order to document the parent conference.
- Goals and strategies will be developed on the family home visit plan that relate to the child's assessment results and/or IFSP.
- At least one goal will be developed in each of the five central domains per collection period.
- Playgroups will be individualized based on the planning on the family home visit plan.

Note: Home visits cancelled by staff must be rescheduled in a timely manner with consideration to the family's schedule. Refer to Attendance procedure CL 06 for further guidance on cancelled visits.

**Supervised by:** Home Based Supervisor

**Performed by:** Home Based Educator

**Forms needed:** Family Visit Plan(E-18)  
Parent Handbook  
Child Education File

**Form (s) Filed:** E-08 *Home Base Attendance*

**COPA Procedure:** F05 Family Visits

**COPA Report:** 1007 Family Visits Report

**Frequency:** Weekly and as needed