

Area: Family Engagement

Subject: FM09 - Family Engagement in Home Visits

Reference: 1304.40 (i)(1-6)

Policy: SCOE Head Start staff encourages parents to be actively engaged in home visits.

Procedure:

1. At the time of enrollment staff will explain to parents the importance of home visits. The scheduling of home visits will be at convenient times for the family. Document in the Family Case Notes when parents expressly forbid a home visit.
2. Staff will schedule the first home visit during the first month of the child's enrollment to discuss with parents program information, child's health screenings, nutrition related information, child's attendance, activities to do at home, and ways to make home a safe environment, and develop relationships with the family.
3. Staff will schedule the first Parent/Teacher conference to review the child's assessments and progress in each of the five central domains. . Parent and Caregiver will identify strategies that support and build on the child's interest and learning skills.
4. Staff will schedule the second home visit to review child's developmental progress. Revise goals and strategies in partnerships with the family on the Individual Child School Readiness Plans. .
5. Other program staff also schedule home visits as appropriate (i.e. Family Health Services Assistants, Center Supervisors, Family Service Workers, Registered Nurses, Disabilities Supervisors).

Supervised by: Director II, Master Teacher

Performed by: Teachers, Associate Teachers, Child Care Specialist, Other staff as appropriate

Forms needed: Individual School Readiness Plan, Infant Needs & Service Plan, , Parent Contact Record,

Frequency: Within 30 days of enrollment and then ongoing