

**Area:** Family Partnerships

**Subject:** FP09 - Parental Involvement in Home Visits

**Reference:** 1304.40 (i)(1-6)

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

**Procedure:**

1. At the time of orientation Center staff will explain to parents the importance of home visits. The scheduling of home visits will be at convenient times for the family. Document on the Family Contact Log when parents expressly forbid a home visit.
2. Teaching 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, ways to make home a safe environment, and develop relationships with the family.
3. Preschool Teachers will schedule the first Parent/Teacher conference to review the child's assessments and progress in each of the four development areas listed on the summary of the Child's Development Progress Form. Parent and Caregiver will identify strategies that support and build on the child's interest and learning skills.
4. Preschool Teachers will schedule the second home visit to review child's developmental progress. Revise goals and objectives on the Summary of Child's Developmental Progress.
5. Preschool Teachers will schedule the second parent/teacher conference to discuss the child's portfolio. Share information regarding transition, the child's growth and development.
6. Infant/Toddler Caregivers will schedule two home visits and monthly conferences to discuss children's rapid growth and development. The Parent and Caregiver will develop goals and activities for the child using the Infant/Toddler Individual Plan form and update the Infant/Needs & Service Plan, as appropriate.
7. The Child Care Specialist from Family Child Care Homes will follow the same procedures.
8. Other program staff also schedule home visits as appropriate (i.e. Family Health Services Assistants, Center Supervisors, Family Service Workers, Registered Nurses, Disabilities Supervisors).
9. Record and file the Family Contact Log and Parent Contact Record after parent conferences or home visits in each child's folder.

**Supervised by:** Director II, Coordinator of Early Childhood Programs, Child Development Supervisor

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

**Forms needed:** Infant/Toddler Individual Plan, Infant Needs & Service Plan, Family Contact Log, Parent Contact Record, Summary of Child's Developmental Progress

**Frequency:** Within 30 days of enrollment and then ongoing