

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Documenting Home Visits and Parent Conferences (non-educational)

Policy:

The Tri-County Head Start/Early Head Start Program will ensure that effective two-way communications between staff and parents are carried out on a regular basis throughout the program year.

Procedure:

1. Staff will document home visits, office visits, center visits, and telephone contacts on a Family Service Contact Form.
2. The Contact form will reflect the purpose of the visit as well as any comments or other communications between the staff member and family members.
3. The date, time, and length of the visit will be noted on the form.
4. The Family Service Contact form will be signed by the family members and all staff members involved in the visit.
5. The document is not considered complete unless filled out and all signatures are in place.