

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

**Part: 1302 Program Operations**

**Subpart: C-Education and Child Development Program Services**

**Section: 1302.34 Parent and Family Engagement in Education and Child Development Services**

**Subject: Home Visits**

---

**Policy:**

The teaching staff will complete two educational home visits per program year for each child enrolled in center-based Head Start/ Early Head Start. The Educational home visits provide an opportunity for teaching staff and parents to discuss the child's growth, learning, and development. The teaching staff will complete the first home visit in August/September and the second home visit will be completed in February/March. If the program enrolls a child in Head Start/Early Head Start in the month of January or thereafter of the current program year, the teaching staff is required to do a documented Educational Orientation in the home after two weeks of the child's entry date. Then the teaching staff will resume following home visit schedule.

**Procedure:**

1. The teaching staff will schedule and conduct two educational home visits per program year for each child's family to engage the parent/guardian in the child's learning and development. During the first home visit, the teaching staff will explain the Teaching Strategies Gold assessment process, Creative Curriculum, teacher/parent expectations, routines, daily schedule, communication teacher/family App, and encourage volunteering with the family.
2. When scheduling a home visit with the parents, the teaching staff will notify the parent/guardian in writing. The home visit will give the teaching staff the opportunity to provide feedback on Creative Curriculum and instructional materials used in the classroom, share information about the purpose of and the results from screenings and assessments, and discuss their child's progress.
3. All home visits should be friendly, positive, and purposefully done. Staff will encourage parents to ask questions, express their thoughts, ideas, feelings, and discuss any concerns or expectations they may have for their child.
4. The home visit will take place in the child's home. Home visits may take place at the program site or another safe location that affords privacy at the parent's written request or if a visit to the home presents significant safety hazards for staff. The parent's request must be in writing with the parent's signature and date, stating the reason for the location change. If the teaching staff deems a home to have significant safety hazards and schedules the visit at a safer location, then the teaching staff must document the hazard,

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

sign, and date. All additional documentation must be attached to the back of the required forms.

5. The teaching staff will take the created Teaching Strategies family conference form (2<sup>nd</sup> home-visit), Teaching Strategies Development and Learning Report (2<sup>nd</sup> home visit), any screening/assessment results, the Tri-County Head Start/Early Head Start home visit form or coversheet, portfolios, and any educational materials or parent resources to be provided and shared with the parent during the home visit.
6. During the home visit, staff will encourage parents to ask questions and discuss their expectations of the Head Start/Early Head Start Program. Staff will ask parents to give their input on what they think the teachers can do to help their child. Home visits should be friendly, positive, and purposefully done.
7. The teaching staff will complete the Educational Home visit form in its entirety during the visit and require it to be signed and dated at the end of the home visit. During the second home visit, the teaching staff will use the 2<sup>nd</sup> home visit cover sheet along with the Teaching Strategies GOLD Parent Conference form to complete the home visit. Staff will file the completed home visit forms and any additional documentation in the child's Education file.
8. If the parent identifies a need during the home visit, the teaching staff are responsible for forwarding the information to their Center Director and the Family Advocate immediately. The Center Director or Family Advocate will forward the information to the appropriate Program Coordinator or designated person to assist the parent. The teaching staff must have signed and dated documentation of this follow-up and all additional required follow-up information. It must be filed in the child's Education file along with the associated home-visit forms.
9. The teaching staff will give the Center Director a list of the completed home visits at the end of the designated period. The Center Director will input the completed home visits into Child Plus.
10. The Education Coordinator will monitor the home visits in Child Plus.
11. If the teaching staff does not complete the home visit due to the lack of family participation, there must be a running documentation that the home visit was scheduled on several occasions and the home visit was canceled or a no-show by the parent. The documentation will be filed in place of the home visit forms until the home visit is conducted, in which those forms would be filed on top of the documentation.
12. The teaching staff will complete home visits in person.

\*Applicable during a Pandemic or other catastrophic emergency. The Program will inform staff when to use face-to-face via Zoom, Class DoJo, or telephone conversation for parent home visits.