

# EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

## Task: Conducting the Initial Home Visit - Education

Task	Person Responsible	Time Frame
1. Schedule the home visit at a mutually convenient time.	Teacher; Assistant, Designated Staff	Prior to child entering Head Start
2. Ensure that a Home Visit Packet is prepared. Each packet should include: - Letter from the Director - Initial Home Visit Form - School Readiness Plan - LAP-3 Assessment Overview - Developmentally Appropriate Practice (Helping your Child Grow) - Curriculum Questionnaire/Parent Input - Permission to Publish Photographic Material - Record Release Form - Parent Handbook	Teacher; Assistant, Designated Staff	Prior to visit
3. Conduct the initial home visit and complete the following: - Provide Parents with an overview of the HRHS School Readiness Plan and explain its importance. A copy can be provided if requested. - Provide parents with the current monthly newsletter. (If Available) - Have parent complete the Permission to Publish Photographic Material. o Enter parent's name. o Enter child's name. o Have parent sign and date form - Provide parent with copy of the LAP 3 Overview - Provide parents with a copy of the "Helping Your Child Grow" booklet and explain its importance. - Have Parent complete the Curriculum Questionnaire	Teacher; Assistant; Designated Staff	Prior to child's first day of school.
<ul style="list-style-type: none"> <li>o Have parent answer the questions on the form.</li> <li>o Enter the center.</li> <li>o Enter the child's name.</li> <li>o Have parent sign the form.</li> <li>- Complete the Initial Home Visit Record. <ul style="list-style-type: none"> <li>o Enter child's name</li> <li>o Enter center</li> <li>o Enter date and time of visit</li> <li>o Enter child's address</li> <li>o Enter parent/guardian name</li> <li>o Indicate place of visit</li> <li>o Check off all items that were discussed or completed</li> <li>o Have parents enter any questions or comments</li> <li>o Enter date</li> <li>o Have parent sign the form</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>o Sign the form</li> </ul> <p>4. Have Parent complete the Record Release Form</p> <ul style="list-style-type: none"> <li>• Enter the Child's Name</li> <li>• Enter the Center</li> <li>• Enter the school the child will be transferring to</li> <li>• Have the parent sign and date</li> <li>• Sign and Date as witness</li> </ul>		
<p>5. Review the information from the Curriculum Questionnaire</p> <ul style="list-style-type: none"> <li>• Feedback is to be documented on the monthly overview section of the lesson plan under notes.</li> </ul>	Teacher; Assistant	Upon receipt
<p>6. Enter the Home Visit documentation into ChildPlus</p> <ul style="list-style-type: none"> <li>- Log in to ChildPlus</li> <li>- Click on Services</li> <li>- Search for and select the necessary child</li> <li>- Click on Education</li> <li>- Input the date of the Home Visit</li> <li>- Click in the Education notes</li> <li>- Click the clock to insert date and user</li> <li>- Enter any pertinent information</li> <li>- If the Home Visit was not conducted in the home, enter the reason and where it was conducted</li> <li>- Click Save</li> </ul>	Teacher, Designated Staff	Following review
<p>7. Forward the following forms to the Family Advocate to be scanned.</p> <ul style="list-style-type: none"> <li>o Initial Home Form</li> <li>o Curriculum Questionnaire/Parent Input</li> <li>o Permission to Publish Photographic Material</li> </ul>	Teacher, Assistant,	
<p>8. Scanned the forms listed above into ChildPlus</p> <ul style="list-style-type: none"> <li>o Log into ChildPlus</li> <li>o Click on Services</li> <li>o Search for and select the necessary child</li> <li>o Click on Education</li> <li>o Click on the Attachment Icon at the top of the screen</li> <li>o Click Add Attachment at the bottom</li> <li>o Click Browse</li> <li>o Find Scanned Documents</li> <li>o Under Attachment Type, choose Home Visit Record</li> <li>o Under Description indicate Initial Home Visit</li> <li>o Click OK</li> </ul>	Family Advocate	
<p>9. File the scanned form in the child's Yellow File. (Maintained in the Classroom)</p>	Family Advocate Area Coordinator and Education	After inputting Return to Teacher
<p>10. Review and maintain a checklist system to ensure each family participated in a home visit.</p>	Education Manager	Ongoing