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COMPONENT: EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

SUBJECT: PARENT INPUT, STAFF-PARENT CONFERENCES AND HOME VISITS

PERFORMANCE OBJECTIVE: To ensure that parents/guardians are invited to become involved in the program’s curriculum and provided opportunities to increase their child observation skills, to share assessments with staff that will help plan the learning experiences, and encouraged to participate in staff-parent conferences and home visits.

POLICY AND PROCEDURE:

There shall be opportunities made available to parents/guardians to participate in two staff-parent conferences and home visits by members of Head Start staff. No less than two home visits will be made per child per year. The Teacher, Teacher Assistant, Bus Driver and/or Family Advocate will jointly make visits whenever possible.

PARENT INPUT INTO THE CURRICULUM

- Parents/Guardians will be involved in the curriculum by providing input on the curriculum questionnaire.
- Parents/Guardians will be involved in the development of the program curriculum by being asked for input at the monthly Parent Meetings.
- Parents/Guardians will be encouraged to participate in self assessment committees which will review how the program’s curriculum is working.
- Parent/Guardians will be encouraged to participate in Ready Rosie activities.

PARENT OBSERVATION AND ASSESSMENT

- Teachers will communicate with parents/guardians on a regular basis regarding their child’s everyday routines.
- Parents/Guardians and staff will discuss each child’s progress during Parent/Teacher Conferences.

HOME VISITS

1. INITIAL HOME VISIT

- The purpose of the initial home visit is to meet the child and family, to smooth the transition from home to school for the parent and the child, and to share information about the beginning of school and to encourage parent’s/guardian’s involvement. This visit will be made prior to the beginning of the fall classes or prior to the first day for new enrollees.

- Teachers and Family Advocates must encourage parents/guardians to actively participate in home visits to share effective observations that enhance children’s learning experiences at school and home.
- Teachers and/or Family Advocates will contact all families to arrange for a home visit regardless of when the child enters the program. Home visit dates are set aside in the agency calendar annually. However, staff must make every effort possible to schedule home visits at a mutually convenient time. Parent/Guardian requests/needs for different days and times should be accommodated if at all possible.
- Every attempt must be made to meet in the home. If parent/guardian refuses to meet in their home, documentation must show why and an alternate location must be established.
- Three attempts must be made to complete the home visit (i.e. phone call that results in speaking to the parent/guardian, a face to face contact, or a written notice [keep a copy]. If contact is not made, documentation including the date and time the teacher attempted to make the home visit, as well as the reason why the home visit did not take place, must be recorded, and attempts noted in Child Plus under Initial Home Visit Event.
- If staff observes any social service needs during the visit, the information will be shared with the appropriate Family Advocate via email.

During the initial home visit the Teachers are required to complete and/or discuss the following:

Letter from the Director	School Readiness Plan
Initial Home Visit Form	Curriculum Questionnaire/Parent Input
Monthly Newsletter/Calendars	LAP-3 Assessment Overview
Classroom Schedule	Parent Handbook/Resource Manual/
Attendance Works Policy	Volunteer Handbook
I’m Safe Transportation Training	Ready Rosie Parent Curriculum
Emergency Card	Lending Library Opportunities

2. END OF YEAR HOME VISIT

- Home visit dates are set aside in the agency calendar annually. However, staff must make every effort possible to schedule home visits at a mutually convenient time. Parent/Guardian requests/needs for different days and times should be accommodated if at all possible.
- Three attempts must be made to complete the home visit (i.e. phone call that results in speaking to the parent/guardian, a face to face contact, or a written notice [keep a copy.]) If contact is not made, documentation including the date and time staff attempted to make the home visit, as well as the reason why the home visit did not take place, must be recorded, and attempts noted in CP under Initial Home Visit Event.

During the End of the Year Home visit, Teachers are required to complete and/or discuss the following:

Summer Transition Packet	End of Year Home Visit Form
Preschool Skills Checklist	Lap-3 Report for the Family
Child Portfolio	School Readiness Progress Report

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled in October and February and held at the child's center to discuss the child's progress and review information. **All children must have two conferences regardless of entry date. Conferences should be scheduled for late enrollees upon completion of screenings and assessments.**

- Teachers will discuss Lending Library opportunities.
- Teachers will obtain Ready Rosie feedback from parents.
- Teachers must encourage parents/guardians to actively participate in Parent/Teacher Conferences to share effective observations that enhance children learning experiences at school and home.
- Teachers must contact all families to arrange for a Parent/Teacher Conference **regardless of when the child enters the program**. Teachers must make every effort possible to schedule Parent/Teacher Conferences at a mutually convenient time. Parent/Guardian requests/needs for a different day and/or time should be accommodated if at all possible.
- Teachers must attempt to schedule these appointments by contacting parents/guardians by phone or written note. Ensure documentation of your efforts is maintained in each child's file, and attempts noted in Child Plus under Parent/Teacher Conference events.
- During the first Parent/Teacher Conference, teachers will review results from the growth assessment, vision, hearing, Brigance, Fluharty and TABS (Temperament and Atypical Behavior Scale) screenings and discuss any concerns they and/or the parent/guardian may have. If a conference is needed and screenings have not been completed due to unforeseen reason then please be prepared to conduct the conference and provide information to the parent regarding progress to include transitions, routines, schedules, etc.
- At BOTH Parent/Teacher Conferences teacher must provide parents/guardians with a copy of the ChildPlus report #3030 Participant Health Summary. Teachers will discuss the results and Parents/Guardians are to sign the original at both Parent/Teacher Conferences. These signed documents will be maintained in the yellow file. A new report #3030 will be printed for each conference.
- During each Parent/Teacher Conference, teachers will provide the parent/guardian with the Parent Survey to be completed two times annually at Parent/Teacher Conferences.
- Teachers will solicit Parent input relative to the curriculum during Parent/Teacher conferences.
- The second conference is to discuss the transition of their child into kindergarten.
- At both Parent/Teacher Conferences, teachers will discuss the *LAP-3 Report for the Family* as well as the results of the School Readiness Progress Report.
- At both Parent/Teacher Conferences, teacher will review Emergency Card and ensure all information is still accurate. If not, have parent make changes and then follow the steps on the Emergency Contact SOP.