

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Conducting the Initial Home Visit - Education

| Task | Person Responsible | Time Frame |
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| 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: <ul style="list-style-type: none"> - 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 - Parent Handbook/Resource Manual/Volunteer Handbook - DAP - Lending Library Opportunities - Attendance Works/Policy - Classroom Schedule - I'm Safe Transportation Training - Ready Rosie Parent Curriculum - Monthly Newsletter/Calendar Discussion - Emergency Card | Teacher; Assistant, Designated Staff | Prior to visit |
| 3. Conduct the initial home visit and complete the following: <ul style="list-style-type: none"> - 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/calendar. (If Available) - Provide Parents with the overview of Ready Rosie - Discuss Lending Library - Have Parent complete the emergency card. - Card needs to have parent(s)/guardian(s) name, address and working number(s). - Provide parent with copy of the LAP 3 Overview - Have Parent complete the Curriculum Questionnaire | Teacher; Assistant; Designated Staff | Prior to child's first day of school. |
| <ul style="list-style-type: none"> o Have parent answer the questions on the form. o Enter the center. o Enter the child's name. o Have parent sign the form. - Complete the Initial Home Visit Record. <ul style="list-style-type: none"> o Enter child's name o Enter center o Enter date and time of visit o Enter child's address o Enter parent/guardian name | | |

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| <ul style="list-style-type: none"> ○ Indicate place of visit ○ Check off all items that were discussed or completed ○ Have parents enter any questions or comments ○ Enter date ○ Ensure form is completely fill out ○ Have parent sign and date the form ○ Sign and date the form | | |
| <p>4. Review the information from the Curriculum Questionnaire</p> <ul style="list-style-type: none"> ● Feedback is to be documented on the monthly overview section of the lesson plan under notes. | Teacher; Assistant | Upon receipt |
| <p>5. Enter the Home Visit documentation into ChildPlus</p> <ul style="list-style-type: none"> - Log in to ChildPlus - Click on Services - Select the necessary child - Click on Education - Select Initial Home Visit Event - Input date in PIR Date - Select completed - Enter Description - Click the clock to insert date and user - Enter any pertinent information - If the Home Visit was not conducted in the home, enter the reason and where it was conducted - Click Save | Teacher, Designated Staff | Following review |
| <p>6. Teachers will ensure documents are scanned</p> <ul style="list-style-type: none"> ○ Initial Home Form ○ Curriculum Questionnaire/Parent Input | Teacher, Assistant, | |
| <p>7. Scanned the forms listed above into ChildPlus</p> <ul style="list-style-type: none"> ○ Log into ChildPlus ○ Click on Services ○ Search for and select the necessary child ○ Click on Education ○ Click on the Attachment Icon at the top of the screen ○ Click Add Attachment at the bottom ○ Click Browse ○ Find Scanned Documents ○ Under Attachment Type, choose Home Visit Record ○ Under Description indicate Initial Home Visit ○ Click OK | Teacher, Assistant | After inputting Return to Teacher |
| <p>8. File the scanned form in the child's Yellow File. (Maintained in the Classroom)</p> | Teacher, Assistant | |
| <p>9. Enter Initial Home Visit date on Child Tracking Form</p> | Teacher | |
| <p>10. Review and maintain a checklist system to ensure each family participated in a home visit.</p> | Area Coordinator and Education Manager | Ongoing |