

Education and Early Childhood Development

Task: Conducting the End of the Year Home Visit

Task	Person Responsible	Time to be Completed
<ol style="list-style-type: none"> 1. Schedule the home visit at a mutually convenient time. <ul style="list-style-type: none"> • Document all attempts to contact parents on the PT Conference form and in ChildPlus. Please refer to Policy EECD-2 	Teacher; Assistant	At end of year
<ol style="list-style-type: none"> 2. Prepare for home visit by gathering the following materials: <ul style="list-style-type: none"> • Summer Transition Packet-Child Portfolio • End of Year Home Visit Form • TSG Development and Learning Report 	Teacher; Assistant	Prior to visit
<ol style="list-style-type: none"> 3. Conduct the home visit and perform the following: <ul style="list-style-type: none"> • Review the TSG Development and Learning Report and indicate that it was provided on the Home Visit Form • Provide parent with the Summer Transition Packet • Have parent complete the End of Year Home Visit Form <ul style="list-style-type: none"> ○ Enter child's name ○ Enter center ○ Enter date and time of visit ○ Enter child's address ○ Enter parent/guardian name ○ Indicate place of visit ○ Have Parent indicate if the child is registered for Kindergarten ○ Check off all items that were discussed or completed ○ Have parents enter any suggestions or comments ○ Have parent sign and date ○ Staff sign and date the form ○ Have Parents indicate if they participated in the Lending Library • Have parent complete the Time Meeting Donation Form <ul style="list-style-type: none"> ○ Fill in the date ○ Enter the status for the parent ○ Enter the center ○ Have parent sign ○ List the time the PT conference began ○ List the time the PT conference ended ○ Enter the total hours of the PT conference 	Teacher; Assistant	At End of Year
<ol style="list-style-type: none"> 4. Include the Time Meeting Donation Form in the monthly In-Kind 	Teacher; Assistant	Upon Receipt
<ol style="list-style-type: none"> 5. Ensure transfer of Records (if Needed) in accordance w/ Transfer of Records SOP located in Community Partnerships 	Teacher; Family Advocate	Following review
<ol style="list-style-type: none"> 6. Enter the Home Visit documentation into ChildPlus <ul style="list-style-type: none"> • Log in to ChildPlus • Click on Services • Search for and select the necessary child • Click on Education • Input the date of the Home Visit • Click in the Education notes • 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 	Teacher	Following review

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<p>7. Scan the End of Year Home Visit forms 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 End of Year Home Visit<ul style="list-style-type: none">○ Click OK○ File the scanned form in child's Yellow education file.	Teacher; Assistant	Following Review
<p>8. Review and maintain a checklist system to ensure each family participated in a home visit.</p>	Education Team	Ongoing