

Education and Early Childhood Development

Task: Conducting the Initial Home Education

| Task | Person Responsible | Date 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 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 • TSG Gold • Developmentally Appropriate Practice (Helping your Child Grow) • Curriculum Questionnaire/Parent Input • Parent Handbook/Resource Manual • Lending Library Opportunities • Attendance Works/Policy • Classroom Schedule • I'm Safe Transportation Training • Ready Rosie Parent Sign-Up Form • Monthly Newsletter/Calendar Discussion • Emergency Report (CP 1520) • Keeping Kids Safe 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. • Provide Parents with the overview of Ready Rosie • Discuss Lending Library • Have Parent review the Emergency Report (CP 1520) • Report needs to have parent(s)/guardian(s) name, address and working number(s) and three alternate names and numbers. • Provide parent with copy of the TSG Gold Overview • Have Parent complete the Curriculum Questionnaire <ul style="list-style-type: none"> ○ Have parent answer the questions on the form. ○ Enter the center. ○ Enter the child's name. ○ Have parent sign and date the form. <p>Complete the Initial Home Visit Record.</p> <ul style="list-style-type: none"> • Enter child's name • Enter center | <p>Teacher; Assistant, Designated Staff</p> <p>Teacher; Assistant, Designated Staff</p> <p>Teacher; Assistant; Designated Staff</p> | <p>Prior to child entering Head Start</p> <p>Prior to visit</p> <p>Prior to child's first day of school.</p> |

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| <p>3. Continued:</p> <ul style="list-style-type: none"> • Enter date and time of visit • Enter child's address • Enter parent/guardian name • 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 filled out. <ul style="list-style-type: none"> ○ Have parent sign and date the form ○ Staff Sign and date the form <p>4. Review the information from the Curriculum Questionnaire</p> <p>a. Feedback is to be documented on the monthly overview section of the lesson plan under notes.</p> <p>5. Meeting Time Donation Form signed and dated</p> <p>6. 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 <p>7. Teachers will ensure documents are scanned into ChildPlus</p> <ul style="list-style-type: none"> • Initial Home Visit Form • Curriculum Questionnaire/Parent Input | <p>Teacher; Assistant; Designated Staff</p> <p>Teacher; Assistant</p> <p>Teacher; Assistant</p> <p>Teacher, Designated Staff</p> <p>Teacher, Assistant</p> | <p>Prior to child's first day of school.</p> <p>Upon receipt</p> <p>End of Home Visit</p> <p>Following review</p> <p>Following review</p> |

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| 8. Scan the forms listed above into ChildPlus <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 Home Visit |
| 9. Mark at the top of the form <i>E/S</i> once it has been entered into Child plus and scanned | Teacher, Assistant | After inputting Return to Teacher |
| 10. File the scanned form in the child's Yellow File. <ul style="list-style-type: none">• (Maintained in the Classroom) | Teacher, Assistant | After inputting Return to Teacher |
| 11. Review and maintain a checklist system to ensure each family participated in a home visit. | Education Staff | Ongoing |