

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Conducting the Initial Home Education

Task	Person Responsible	Date to be Completed
<p>1. Schedule the home visit at a mutually convenient time.</p> <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 	<p>Teacher; Assistant, Designated Staff</p>	<p>Prior to child entering Head Start</p>
<p>2. Ensure that a Home Visit Packet is prepared. Each packet should include:</p> <ul style="list-style-type: none"> • Letter from the Director • Initial Home Visit Form • School Readiness Plan • LAP: Birth to Kindergarten • 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 	<p>Teacher; Assistant, Designated Staff</p>	<p>Prior to visit</p>
<p>3. Conduct the initial home visit and complete the following:</p> <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 LAP: Birth to Kindergarten Report <ul style="list-style-type: none"> ○ Have Parent complete the Curriculum Questionnaire ○ 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>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