

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

**Task: Conducting the Initial Home Visit - Education**

Task	Person Responsible	Time Frame
1. Schedule the home visit at a mutually convenient time. <ul style="list-style-type: none"> <li>• Document all attempts to contact parents on the PT Conference form and in ChildPlus. Please refer to Policy EECD-2</li> </ul>	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"> <li>- Letter from the Director</li> <li>- Initial Home Visit Form</li> <li>- School Readiness Plan</li> <li>- LAP-3 Assessment Overview</li> <li>- Developmentally Appropriate Practice (Helping your Child Grow)</li> <li>- Curriculum Questionnaire/Parent Input</li> <li>- Parent Handbook/Resource Manual</li> <li>- Lending Library Opportunities</li> <li>- Attendance Works/Policy</li> <li>- Classroom Schedule</li> <li>- I'm Safe Transportation Training</li> <li>- Ready Rosie Parent Curriculum</li> <li>- Monthly Newsletter/Calendar Discussion</li> <li>- Emergency Report (CP 1520)</li> </ul>	Teacher; Assistant, Designated Staff	Prior to visit
<ul style="list-style-type: none"> <li>- 3. Conduct the initial home visit and complete the following:                             <ul style="list-style-type: none"> <li>- Provide Parents with an overview of the HRHS School Readiness Plan and explain its importance. A copy can be provided if requested.</li> <li>- Provide parents with the current monthly newsletter/calendar.</li> </ul> </li> <li>- Provide Parents with the overview of Ready Rosie</li> <li>- Discuss Lending Library</li> <li>- Have Parent review the Emergency Report (CP 1520)</li> <li>- Report needs to have parent(s)/guardian(s) name, address and working number(s).</li> <li>- Provide parent with copy of the LAP 3 Overview</li> <li>- Have Parent complete the Curriculum Questionnaire</li> </ul>	Teacher; Assistant; Designated Staff	Prior to child's first day of school.
<ul style="list-style-type: none"> <li>o Have parent answer the questions on the form.                             <ul style="list-style-type: none"> <li>o Enter the center.</li> <li>o Enter the child's name.</li> <li>o Have parent sign the form.</li> </ul> </li> <li>- Complete the Initial Home Visit Record.</li> </ul>		

- Enter child's name
- Enter center
- 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
- Have parent sign and date the form
- Sign and date the form

4. Review the information from the Curriculum Questionnaire  
 Feedback is to be documented on the monthly overview section of the lesson plan under notes.

Teacher; Assistant Upon receipt

5. Enter the Home Visit documentation into ChildPlus

Teacher,  
Designated  
Staff

Following  
review

- 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

6. Teachers will ensure documents are scanned

- Initial Home Visit Form
- Curriculum Questionnaire/Parent Input

Teacher, Assistant,

7. Scan the forms listed above into ChildPlus

- 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

8. Mark at the top of the form E/S once it has been entered into Child plus and scanned

Teacher, Assistant After inputting Return to Teacher

9. File the scanned form in the child's Yellow File.  
 ○ (Maintained in the Classroom)

10. Enter Initial Home Visit date on Child Tracking Form

Teacher

11. Review and maintain a checklist system to ensure each family participated in a home visit.

Area Coordinator  
and Education  
Manager

Ongoing