

# EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

## Task: Conducting the End of the Year Home Visit

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	At end of year
2. Prepare for the home visit by gathering the following materials: <ul style="list-style-type: none"> <li>- Summer Transition Packet</li> <li>- End of Year Home Visit Form</li> <li>- LAP3 Family Report               <ul style="list-style-type: none"> <li>○ Log into OnlineLap</li> <li>○ Click on the appropriate classroom from the classroom list</li> <li>○ Select Child</li> <li>○ Click on the reports tab to the left.</li> <li>○ Click on Child Reports</li> <li>○ Click on Family Report (Check the box to print for all children if needed.)</li> <li>○ Select appropriate school year</li> <li>○ Select all applicable assessment periods</li> <li>○ Click Update Report</li> <li>○ Click Export to PDF</li> <li>○ Print Report</li> </ul> </li> </ul>	Teacher; Assistant	Prior to visit
3. Conduct the home visit and perform the following: <ul style="list-style-type: none"> <li>- Review the LAP3 Family Report and indicate that it was provided on the Home Visit Form</li> <li>- Provide parent with the Summer Transition Packet</li> <li>- Have parent complete the End of Year Home Visit Form               <ul style="list-style-type: none"> <li>○ Enter child's name</li> <li>○ Enter center</li> <li>○ Enter date and time of visit</li> <li>○ Enter child's address</li> <li>○ Enter parent/guardian name</li> <li>○ Indicate place of visit</li> </ul> </li> </ul>	Teacher; Assistant	At End of Year
<ul style="list-style-type: none"> <li>○ Have Parent indicate if the child is registered for Kindergarten</li> </ul>		

<ul style="list-style-type: none"> <li>○ Check off all items that were discussed or completed</li> <li>○ Have parents enter any suggestions or comments</li> <li>○ Have parent sign and date</li> <li>○ Sign and date the form</li> <li>○ Have Parents indicate if they participated in the Lending Library</li> <li>○ Review the School Readiness Progress Report with the parent at End of the Year Home Visit and parents can be provided a copy if they request one. Original will be submitted with end of year paperwork and Education Manager</li> </ul>	Teacher; Assistant	Prior to Last Day of School
<ul style="list-style-type: none"> <li>- Have parent complete the Time Donation Form <ul style="list-style-type: none"> <li>○ Fill in the date</li> <li>○ Enter the status for the parent</li> <li>○ Enter the center</li> <li>○ Have parent sign</li> <li>○ List the time the PT conference began</li> <li>○ List the time the PT conference ended</li> <li>○ Enter the total hours of the PT conference</li> </ul> </li> </ul>	Teacher; Assistant	At End of Year Home Visit
4. Include the Time Donation Form in the monthly In-Kind	Teacher; Assistant	Upon Receipt
5. Ensure transfer of Records (if Needed) in accordance w/ Transfer of Records SOP located in Community Partnerships	Teacher; Family Advocate	Following review
6. Enter the Home Visit documentation into ChildPlus	Teacher	Following review
<ul style="list-style-type: none"> <li>- Log in to ChildPlus</li> <li>- Click on Services</li> <li>- Search for and select the necessary child</li> <li>- Click on Education</li> <li>- Input the date of the Home Visit</li> <li>- Click in the Education notes</li> <li>- Click the clock to insert date and user</li> <li>- Enter any pertinent information</li> <li>- If the Home Visit was not conducted in the home, enter the reason and where it was conducted</li> </ul>		
7. Scan the End of Year Home Visit forms into ChildPlus		
<ul style="list-style-type: none"> <li>- Log into ChildPlus</li> <li>- Click on Services</li> <li>- Search for and select the necessary child</li> <li>- Click on Education</li> <li>- Click on the Attachment Icon at the top of the screen</li> <li>- Click Add Attachment at the bottom</li> <li>- Click Browse</li> <li>- Find Scanned Documents</li> </ul>	Family Advocate	Upon Receipt

- Under Attachment Type, choose Home Visit Record
- Under Description indicate End of Year Home Visit
- o Click OK
- o File the scanned form in child's Yellow file. (Maintained in the Classroom)

8.	Review and maintain a checklist system to ensure each family participated in a home visit.	Family Advocate	After Inputting
		Area Coordinator and Education Manager	Ongoing

9.