

Education Home Visits & Parent/Teacher Conferences

POLICY:

Head Start teachers will conduct a minimum of 2 (two) Education Home Visits and 2 (two) Parent/Teacher Conferences each year to provide families with information to support school readiness as well as describing their roles as the child's primary teachers and caregivers.

This policy relates to Head Start Performance Standards 45 CFR Part 1302.30, 1302.33, 1302.34, 1302.42

PROCEDURE:

1. Education Home Visits and Parent/Teacher Conferences should be scheduled with location and time options available to meet the needs of individual families.
2. A minimum of 2 (two) Education Home Visits and 2 (two) Parent/Teacher Conferences will be scheduled during the program year for children enrolled in the center-based option. However, additional home visits and/or conferences may be scheduled when needed.
3. Education Home Visits and Parent/Teacher Conferences are not a requirement for enrollment in the program. Staff must respect the parents' wishes and schedule at their convenience. Every effort should be made by staff to inform parents about the benefits of Education Home Visits and Parent/Teacher Conferences.
4. In the event the parent refuses an Education Home Visit, staff may conduct an Education Home Visit or Parent/Teacher Conference at a location requested by the parent. The denial/request will be documented on the Education Home Visit form and/or the Parent Teacher Conference form.
5. Teachers may coordinate home visits with the Family Service Worker and/or other program staff.
6. Education Home visits and Parent/Teacher Conferences should be well planned and must address educational issues relevant to the child. A sufficient amount of time must be scheduled for each visit and/or

conference in order to discuss the child's progress thoroughly and to obtain parent input.

7. The following is a suggested routine for sharing information with families during the school year:

Completed immediately after child is accepted up to 30 days after enrollment- Education Home Visit #1

- . Classroom policies and procedures
- . Discuss screening results and follow-up
- . Copy of the School Readiness Goals given to parent and discussed
- . Discuss health & disability services
- . Introduce the assessment tool
- . Volunteer information
- . Family Home Projects
- . Discuss home visit
- . Health follow-up

November – Parent/Teacher Conference # 1

- . Discuss assessment data, observations, etc.
- . Discussion of School Readiness Goals
- . Discuss the Development and Learning Report
- . Health and other referral follow-up
- . Parent ideas for curriculum
- . Volunteer opportunities
- . 2 (two) Parent – child activities (Chosen by parent)
- . Plan for next home visit

February – Education Home Visit # 2

- . Discuss assessment data, observations, etc.
- . Discussion of School Readiness Goals
- . Discuss the Development and Learning Report
- . Progress on assessment
- . Parent issues and/or concerns
- . Parent ideas for curriculum
- . Begin transition discussion
- . Volunteer opportunities
- . 2 (two) Parent – child activities (Chosen by parent)
- . Health follow-up

May – End of school year – Parent Teacher Conference # 2

- . Discuss assessment data, observations, etc.
- . Discussion of School Readiness Goals
- . Discuss the Development and Learning Report
- . End of year assessment of goals
- . Transition
- . 2 (two) Summer activities (Chosen by parent)
- . Parent questions and/or concerns
- . Volunteer opportunities
- . Health follow-up

8. Education Home Visits and Parent/Teacher Conferences will be documented (Home Visit Report form/Family Contact form) and entered into COPA.

Approved by the Policy Council – May 2017