

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Family Services Home Visits

POLICY:

Staff will ensure opportunity for interaction with parents throughout the program year concerning the Family Assessment and Partnership.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.52](#)

PROCEDURE:

1. The Family Advocate will schedule a minimum of one (1) home visit/conference with each family between the time the child is accepted into the Head Start program and up to 90 calendar days after enrollment in order to complete the Family Assessment and Partnership Agreement. (*see Family Assessment and Family Partnership policies*). All family home visits must be posted on COPA within 120 days.
2. To the extent possible, assessment, goal setting and service plan will be developed with the family in the home setting. In cases when the family requests visits be conducted outside the home, or in cases where there is a safety issue for staff, the home visit may take place at the classroom site or another safe location.
3. Home visits may be scheduled in conjunction with the teacher's education home visits when possible.
4. Additional home visits/contacts will be scheduled with the family as needed throughout the year concerning attendance, referrals, direct services of the program.
5. All family contacts and home visits will be documented in the child/family file and entered into the COPA data base.

Approved by the Policy Council: November 2019