

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 Agreement.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41

PROCEDURE:

1. The Family Service Worker will schedule a minimum of one (1) home visit/conference with each family within 120 calendar days of enrollment in regards to the Family Assessment and Partnership Agreement. (*see Family Assessment and Family Partnership policies*)
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 July 2015