

2a. Center-Based Education Home Visits — Parent/Guardian/Teacher Conference

Corrected 01/2020

(See FS/PE 7a2. Home Visit Plan Form Procedure - [link coming soon](#))

(See FS/PE 7a3. Family Contact Form – English/Spanish - [link coming soon](#))

Policy

Center-Based Head Start teachers and ECEAP teachers will conduct home visits and/or parent/teacher conferences according to the requirement of Head Start or ECEAP performance standards.

Philosophy

Home visits and Parent/Teacher conferences provide opportunities to recognize parents' roles as children's lifelong educators, and to encourage parents to engage in their child's education.

Schedule

- Center-based Head Start teachers will conduct a minimum of two home visits and two parent/teacher conferences each year.
- ECEAP teachers will conduct a minimum of three parent/teacher conferences.

Procedure

1. Home visits and parent-teacher conferences will be face to face with the parent.
2. Parents will be encouraged to share about their family, culture, language and child development.
3. Teachers will discuss results of screenings and assessments with parents.
4. Parents will be informed about their child's routine, activities and behavior in the classroom.
5. Teachers will complete a school readiness individualized plan with parents (EDUC 1b1). This will include child strengths, goals and strategies or activities that parents can use when working with their child. Review and update goals and strengths set at previous conferences or home visits.
6. During conferences or home visits, teachers also share:
 - a. Their observations of the child's skills, interests and development.
 - b. The child's progress toward meeting their goal(s).
 - c. Kindergarten readiness.
 - d. Information on kindergarten transition.

7. Information will be given to parents about the curriculum used in the classroom and will have the opportunity to learn about and to provide feedback on selected curricula and instructional materials used in the program.
8. Parent will be given information on how they can volunteer in their child's classroom.
9. Teacher will provide strategies and ideas to implement with their child that meets the goals they have set on the school readiness individualized plan.
 - a. Teacher will share School Readiness Home Learning In-Kind form for the parent to complete during the month.
10. Teachers will discuss attendance, health, safety and family goals.
11. Additional home visits/conferences may be added on an individual basis.
12. Home visits and Parent/Teacher Conferences should be well planned.
 - a. Each home visit and Parent/Teacher Conference will be centered around the child's development and a school readiness activity will be provided and implemented with parental input.
 - b. Home visits will take place in the family's home except in cases where certain situations may require a visit to take place at a program site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff. The staff will discuss these situations with their Area Manager.
 - c. Parent/Teacher Conferences will take place at the site the child attends. A parent may request that the conference be held at a different location if needed. The staff will discuss these situations with their Area Manager.
 - d. Home visits/conferences should be done in family home language whenever possible.
 - e. Education Home Visits should be conducted separately from Social Service visits.

Tips for a successful visit include:

- Be punctual and prepared.
- Confirm with the parent upon arrival the length of the visit to determine any barriers, which may interfere with the visit.
- Sit next to the parent, but never between the parent and child.
- Keep good eye contact, look at and relate to parents and acknowledge others who may be in the home.
- Clearly state the purpose and schedule of the visit.
- Get to know the family. Ask questions. Be a good model when you interact with them by being willing to share about yourself in an appropriate manner.
- Use family friendly language. Do not assume all parents can read and write.
- Show enthusiasm and acceptance.
- Encourage parents to serve as facilitator leading activities with their children and siblings.
- Encourage parents to utilize materials and routines in the home for educational purposes.

Documentation:

Use the family contact form to plan for and document information for the visit and from the parent

(FS/PE 7a3 - **link coming soon**). Document in case management. See information below and Case Management (FS/PE 3a - **link coming soon**) for further instructions.

Head Start Only:

- Document Home visits or parent teacher conferences in the education section of ChildPlus.
- This should be completed within one week of the conference or home visit.
- See education module Data Guide for ChildPlus.net instructions.

ECEAP Only:

- Teachers must document in ELMS:
- Date, location, topics, amount of time and summary of discussion for each parent-teacher conference.
- Document referrals and follow-up plans.
- Follow-up and document contacts between parents and teachers outside of regular conferences.
- This should be completed within one week of the conference.

Refer to:

- FS/PE 7a. ECEAP Home Visit Policy - **link coming soon**;
- FS/PE 7a2. Head Start Home Visits Policy - **link coming soon**;
- FS/PE 7a3. Family Contact Form - **link coming soon**