

Policy Number: ED 001	Title: Home Visits and Parent Teacher Conferences
Performance Standard 1302.34	Original Date: 8/2006 Review Date: 5/2020 JS
	Policy Council Approval/Revision: 3/2012 11/2015, 2/2017,5/2020 BOE Approval: 4/2017,5/2020

POLICY:

Each school year at least two home visits and two parent teacher conferences will be offered to each family, including one before the program begins, if feasible, to engage the parents in the child’s learning and development, except that such visits may 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 the staff. Parent teacher conferences will also take place, as needed, but no less than two times per program year, for each student/family. for each student/family. The purpose is to (a) structure education and child development services to recognize parents' roles as their child’s lifelong educators, and to encourage parents to engage in the child’s education and (b) engaging parents and family members. Our program will offer opportunities for parents and family members to be involved in the program’s education services and implement policies. Through this process staff gain information about families diversity, cultural and ethnic backgrounds.

PROCEDURE:

Initial Home Visit

1. An initial home visit will occur before the student starts their first day of school. If it is not possible to set one up before school starts it will be done within one week of starting in the classroom.
 - a. A parent questionnaire will be completed with the family.
 - i. questionnaire will cover toileting, child independence, allergies, holidays, and parent contact information.
 - b. The family will select an educational goal(s) Those goals will be recorded on the Parent Goals Form, signed and dated.
 - c. A picture of the child and the family may be taken at the first home visit for use in the classroom.
 - d. Other items for discussion will be included through a handout and may include:.

1. School specific Pick-Up/Drop-Off times and information

- 2.. The daily routine and time schedule
3. Items needed for school (backpack) and change of clothing
4. School and teacher contact information

Parent –Teacher Conferences

2. Two parent teacher conferences in the classroom will occur during the school year. One in the fall and one in the spring.

The following is expected at each parent teacher conference; fall and spring:

1. Progress for development and learning in the areas of social emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies and the arts.
2. Update on previous goals made and setting new ones if old goals are met.
3. Work Samples and Portfolios
4. Families are encouraged to participate in conversations and will be invited to volunteer in the classroom as well as given activities that the family could do at home to propel growth.

End of Year Home Visit

3. An end of the year home visit will occur in May the week after school is dismissed. The following is expected at the final home visit:

1. Final progress and development learning report
2. End of year questionnaire that will include questions about neighborhood school for next year, goals, and strengths for the year.
3. Family members are encouraged to share their ideas and give input into the curriculum and developmental progress.
4. Discussion will occur about activities that the family could do at home with their child during summer break.
- 5.. Families are encouraged to share issues, concerns or ask questions.
- 6.. If the child is going on to kindergarten the following year, families will have the transition process updated during this home visit.
7. . If the child is coming back to Head Start next year a discussion will occur regarding that transition process.

Child Documentation

4. Teachers will put all documentation in the educational portfolio during the school year as well as document home visit and parent teacher

conference information into Child Plus under the education tab

Home Visit/Conference Attempts Documentation

5. Three attempts in at least two different ways should be documented in Child Plus when trying to complete home visits and parent teacher conferences. Examples could include calling, sending a note, talking to parents in person. When the teacher has failed to meet after three attempts, materials will be mailed to the student's home.