

<b>Policy Number:</b> FS007	<b>Title:</b> Home Visit Policy
<b>Performance Standard:</b> 1302.50 1302.52	<b>Original Date:</b> 10/12 <b>Updated:</b> 10/2020
	<b>Policy Council Approval/Revision:</b> 11/10/12 1/2018, 12/2020 <b>BOE Approval:</b> 1/2018, 10/2020

**POLICY:**

Family Advocates will make every effort to complete a minimum of 4 home visits with each family throughout the year. The first and last home visit will be completed by both the teacher and the family advocate. Home visits will be documented in childplus and will provide an opportunity for families to set goals, complete assessments, and achieve various Head Start requirements.

**PROCEDURE:**

Home Visiting

Upon acceptance to the preschool program, and prior to the child attending, parents/guardians will be contacted in writing or verbally and schedule a time convenient to both program staff and the family to meet with the classroom teacher and advocate.

It is preferable the meeting takes place in the family’s home, but may occur at a location acceptable to both the parent/guardian and program staff. Alternative locations may include but are not limited to the classroom, elementary school, Early Childhood Center or appropriate public setting.

Visits will be conducted in the families preferred language and the program will use its approved translators and interpreters when needed.

Advocates will recognize parents as their children’s primary teachers, create a safe environment for families to share information, and develop relationships with parents that are respectful and encourage trust and two-way communication.

Staff will work on every aspect to make sure families unique cultural, ethnic, and linguistic backgrounds are accounted for in all program aspects, especially home visits.

The following will be addressed at the first home visit:

Parent orientation if the school year has begun

Other required paperwork. See advocate work plan for more detailed information.

Home visits with the Family Advocate will be scheduled periodically throughout the school year. It is preferable the visits take place in the family’s home, but may occur at a location acceptable to both the parent/guardian and program staff. Alternative locations may include but are not limited to the classroom, elementary school, Early Childhood Center or appropriate public setting.

Home visit will include advocates working with families on:

- 1) Family Partnership
- 2) Identification of family strengths and needs
- 3) Individualized family partnership services
- 4) Health Needs
- 5) Sharing of community resources

See family advocate work plans for more detailed information.

Responsibilities and topics covered by the classroom teacher are found in ED 001: Home Visits and Parent Teacher Conferences in the McPherson/Marion County Policy and Procedures manual.