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| **Policy Number:** FS 013 | **Title:**  Family Advocate Home Visit-Family Partnership |
| **Performance Standard:**  1304.40  **USD 418 BOE Policy:** | **Original Date:** 12/2008 |
| **Policy Council Approval/Revision:** 2/5/2013, 11/2015 |

POLICY**:**

McPherson/Marion County Early Childhood Programs has a systematic procedure for planning and conducting home visits to ensure that families are provided information regarding the program, services are provided and goals are developed while providing supportive holistic care to families.

Family Advocates will meet with parents one on one a up to 4 times a year and accompany the teacher on the initial home visit prior to attendance. One-on-one home visits with the parent and family advocate will be scheduled periodically throughout the school year.

The purpose of advocate-parent home visits is to initiate the process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family’s readiness and willingness to participate in the process.

As a part of this partnership, parents must be offered opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them.

Pre-existing family plans developed between other programs and/or agencies must be taken into account and built upon as appropriate information is obtained from the family and other community agencies.

The emphasis is on the process of relationship building between the family advocates/program staff and the family.

It is preferable home 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 Office or other appropriate setting.

Documentation of home visits and follow-ups will be entered in Child Plus regularly.

Regularly is defined as: documentation will occur within 2 weeks of a visit and/or follow-up. All documentation will be up to date at the end of each quarter.

PROCEDURE:

Initial Home Visit: Upon acceptance to the preschool program, and prior to the child attending, parents/guardian will be contacted in writing or verbally to schedule a time convenient to both program staff and the family to meet with the classroom teacher and Family Advocate.

Purpose: During the initial home visit, the Family Advocate will address the following topics as necessary and appropriate with the parent:

* Introduce all parties
* Goldenrod Release Form
* Meal program forms
* Release forms
* Verbal lead screener
* Orientation materials
* Service agreement
* Explain curriculum and daily schedule
* Any other documents, as necessary

Second Home Visit: Is completed by the Family Advocate. Home Visit will start no earlier than September 20th. And must be completed by October 31

Purpose: During the 2nd home visit, the Family Advocate will address the following topics as necessary and appropriate with the parent:

* Develop the Family Partnership Agreement
* Develop Goals
* Share Resources Referral Form
* Family Needs Assessment
* Schedules follow-up appointments
* Reviews contact/release form.
* Discuss any other needs or concerns of family

Third Home Visit: Begins January Must be completed February 28/29 (leap year)

Purpose : During the 3rd home visit, the Family Advocate will address the following topics as necessary and appropriate with the parent:

* Will follow up on Family Partnership Agreement
* Review Resource Referral Form
* Review Goals and progress
* Provide additional resources/hand-outs as necessary
* Review Nutritional Assessment.

Fourth Home Visit: Must be completed with the Family Advocate and Teacher by the last working day of the teacher contract**.**

Purpose: During the 4th home visit, the Family Advocate will address the following topics as necessary and appropriate with the parent:

* Review Family Partnership Agreement progress with family
* Provide additional resources/hand-outs and assist family with the transition to Kindergarten or returning to Early Childhood Program.

*Responsibilities and topics covered by the classroom teacher are found in*

***ED 001:*** *Home Visits and Parent Teacher Conferences of the McPherson/Marion County Policy and Procedures manual*.