

Missouri Child, Inc
Head Start
Policy and Procedures

**Education Home Visit and
Parent/ Teacher Conference Procedure**

Purpose:

Head Start Performance Standards require two home visits and two parent teacher conferences per program year.

To provide information that will increase the adult's knowledge and understanding of the developmental progress of their children in the program.

To provides opportunities for parents to assist in the curriculum planning process and become valuable assets to the classroom community.

Build respectful relationships and provide both formal and informal communications between parents and staff.

Provide opportunities for staff and families to interact throughout the year, being respectful of each family's diversity, cultural, and ethnic background.

Scope:

This policy applies to all MCI Head Start education staff and participating families in the Head Start program.

Authority:

Performance Standard 1304.21(a)(2)(i),1304.21(a)(2)(ii),
1304.21(a)(2)(iii),1304.40(e)(5), 1304.40 (a) (4)(5),1304.40(i)(1)-(3), 1306.32(b)(8)

Policy:

MCI Head Start teachers will conduct a minimum of two home visits and two parent/teacher conferences each year. The first home visit will be conducted within the first 45 days from the child's entry date into the program. The remaining will follow the annual MCI Head Start Calendar. The home visit and conference times will be convenient for parents and staff. Staff will communicate both formally and informally with parents about the child's progress. Whereas it is required to make a total of four contacts with the parents in this form, more may be added as needed on an individual basis. The family is encouraged to participate in these visits, but at no time is required to do so. Family will not be dropped from the program for non participation in Home Visits and Parent Teacher Conferences. Documentation of all attempts and refusal of services is to be made.

Procedure:

Education staff will conduct two home visits (the first home visit is within 45 calendar days of entry into the program) and Head Start family/parent-teacher conferences within the school year.

At the time of the visits/conference the **Education staff** will encourage Head Start families to contribute to curriculum assisting in developing lesson plans, home activities, home activity logs, and volunteering where needed. **Education staff** makes every effort to schedule time of home visits and Head Start family/parent-teacher conferences at times convenient to all. **All staff** will respect the cultural diversity of each Head Start Family.

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Education staff will document the meeting in the PROMIS program any cancellations and any further attempts to conduct the home visit or conference. **Center Staff** will utilize various forms of ongoing communication to include phone calls, unscheduled visits, written correspondence, and as parents pick up or drop off their children, to inform the parents about their child's progress in the Head Start program.

Family Advocates, Site Director, and Education staff will continue communication with families through out the year concerning the child's mental health, behaviors, and development during teacher/parent conferences, home visits, and other opportunities as the need arises.

The Home Visit/Parent Teacher Conference form when completed will be placed in the child file and then documented on the PROMIS program.

All center base home visits and parent teacher conferences will utilize the Home Visit / Parent Teacher Conference form.

Follow the discussion points suggested.

1. The first home visit must be conducted within the first 45 days of the child's entry into the program.
 - a. Contact parent/guardian schedule meeting
 - b. Refer to discussion topics
 - c. Getting to know your child form(need link)
 - d. Complete the Home Visit/ Parent Teacher Conference form
 - e. Obtain signature of participant
 - f. Document visit in PROMIS
 - g. Place form in child file
2. The first parent teacher conference will be due according to the MCI Head Start calendar
 - a. Contact parent/guardian to schedule meeting
 - b. Refer to discussion topics
 - c. Complete the Home Visit/ Parent Teacher Conference form
 - d. Obtain Signature of participant
 - e. Document visit in PROMIS
 - f. Place form in child file
3. The second home visit will be due according to the MCI Head Start calendar.
 - a. Contact parent/guardian to schedule meeting
 - b. Refer to discussion topics
 - c. Complete the Home Visit/ Parent Teacher Conference form
 - d. Obtain Signature of participant
 - e. Document visit in PROMIS
 - f. Place form in child file

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4. The final parent teacher conference will be due according to the MCI Head Start calendar
 - a. Contact parent/guardian to schedule meeting
 - b. Developmental Area Report from CC.net (see assessment procedure)
 - c. Refer to discussion topics
 - d. Complete the Home Visit/ Parent Teacher Conference form
 - e. Obtain Signature of participant
 - f. Document visit in PROMIS
 - g. Place form in child file

Guidance:

Tips for a successful visit include:

Keep good eye contact, look at and relate to family member, talk to child.
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 way.
Sit next to the family member but never between them and the child.
Use down-to-earth language. Do not assume all family members can read and write.
Show enthusiasm and acceptance.
Be on time and keep it to a reasonable amount of time.
Find out if there are immediate needs and set a time to get back to the family member.

Discussion Topics

Home Visit (First Family Contact)

Transitioning into Head Start
Discuss child's interest/strengths/needs
Discuss literacy opportunities
Discuss volunteer opportunities
Family member/child activities
Family member ideas and input into curriculum
Plan next Parent/Teacher conference

Parent/Teacher Conference I

Discuss developmental progress
Family member issues or concerns
Family member ideas/input into curriculum
Volunteer opportunities
Literacy opportunities
Family member/child activities
Plan next the home visit

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Home Visit II

- Discuss developmental progress
- Family member issues or concerns
- Family member ideas/input into curriculum
- Volunteer opportunities
- Literacy opportunities
- Family member/child activities
- Plan the next Parent/Teacher conference

Parent/Teacher Conference II

- Discuss developmental progress
- Family member issues or concerns
- Literacy opportunities
- Family member/child activities
- Summary of Progress
- Transitioning into Kindergarten