**Home Visits and Parent Teacher Conference Guidance**

**Teachers:** Head Start and Early Head Start teachers are required to make, at minimum, two (2) visits in the home of each child. The first visit is the Initial Home Visit, which is completed prior to the child entering into any of our program options. The second Home Visit is considered a Parent Teacher Conference and is to be completed as part of Fall TSG completion or as part of Winter TSG.

**Teachers:** In addition, Parent Teacher Conferences happen two (2) times per year for each child and are to take place in a mutually agreed upon location (such as the classroom, the family’s home, the library, etc.) as part of TSG completion.

**Advocates:** Head Start and Early Head Start family advocates are required to make, at minimum, two (2) home visits per year for each child. The first visit is the Initial Home Visit, which is completed prior to the child entering into any of our program options. The second family services home visit can be completed at any point during the academic school year. Most families will require additional home visits throughout the program year based on the needs of the family and/or at the family’s request. Not all family services need to be provided in the family’s home, however if that is where the family feels the most comfortable and/or if there are complicated needs then additional home visits can take place if needed.

If there is a Teacher and a Family Advocate assigned to a classroom all efforts must be made to schedule Initial Home Visits and subsequent Home Visits at the same time. Please connect with the site supervisor to make arrangements for classroom coverage when needed.

**Family Educators:** Families who are enrolled in our Home Based program will receive once weekly home visits by a Family Educator. As part of those weekly home visits Family Conferences will take place in the Fall, Winter and Spring as part of TSG completion.

**Home Visits and Family Conferences**

**Full Day (Extended Care)**

|  |  |
| --- | --- |
| Visit Type/When | What to do |
| **Initial Visits:** July-Sept or whenever the child enrolls with the program- Family Advocate & Teachers   * Visits must be done in the family’s home before a child can start. If there is a barrier to doing the initial home visit please contact the Family Services Manager to review options. | Complete initial paperwork (see Initial Home Visit Checklist)- FA  Complete Family Outcomes Assessment – FA  Review Parent Handbook- FA  Beginning goal setting (all families must have a goal to maintain subsidy and payment, then a second goal is to be set based on family need)-FA  Discuss the importance of attendance- FA  Review classroom schedule- Teacher  Discuss classroom expectations- Teacher |
| **Family Conference (Parent Teacher Conference)**- November- December- Done at center or in Family Home | Review TSG- Teacher  Set educational goal for child- Teacher  Kids going to K: Transition Discussion- FA |
| **Family Conference (Parent Teacher Conference)**-  February- March (teacher) | Review TSG- Teacher  Review, update and/or change educational goal set for child- Teacher |
| **Update Family Goals-** January and April  Done at center | Check in with families around goals or create new goals- FA |
| **Second Round of Family Outcomes Assessments-** FA Home Visit  Start in March and end in May | Complete second round of Family Outcomes Assessments- FA  Wrap up goals/help make a summer plan for families around goals- FA |
| **Family Conference (Parent Teacher Conference)**-  Teacher Home Visit | Review TSG- Teacher |

**Part Day (with Family Advocate)**

|  |  |
| --- | --- |
| Visit Type/When | What to do |
| **Initial Visits:** July-August or whenever the child enrolls with the program- Family Advocate & Teachers   * Visits must be done in the family’s home before a child can start. If there is a barrier to doing the enrollment visit please contact the Family Services Manager to review options. | Complete initial paperwork- FA  Complete Family Outcomes Assessment – FA  Review Parent Handbook- FA  Beginning goal setting (goal is to be set based on family need)-FA  Discuss the importance of attendance- FA  Review classroom schedule- Teacher  Discuss classroom expectations- Teacher |
| **Family Conference (Parent Teacher Conference)**- November- December- Done at center or in Family Home | Review TSG- Teacher  Set educational goal for child- Teacher  Kids going to K: Transition Discussion- Teacher |
| **Family Conference (Parent Teacher Conference)**-  February- March (teacher) | Review TSG- Teacher  Review, update and/or change educational goal set for child- Teacher |
| **Update Family Goals-** January and April  Done at center | Check in with families around goals or create new goals- FA |
| **Second Round of Family Outcomes Assessments-** FA Home Visit  Start in March and end in May | Complete second round of Family Outcomes Assessments- FA  Wrap up goals/help make a summer plan for families around goals- FA |
| **Family Conference (Parent Teacher Conference)**-  Teacher Home Visit | Review TSG- Teacher |

**Part Day (with teacher family advocate- TFA)**

|  |  |
| --- | --- |
| Visit Type/When | What to do |
| **Initial Visits:** July-August or whenever the child enrolls with the program- TFA   * Visits must be done in the family’s home before a child can start. If there is a barrier to doing the enrollment visit please contact the Family Services Manager to review options. | Complete initial paperwork- TFA  Complete Family Outcomes Assessment – TFA  Review Parent Handbook- TFA  Beginning goal setting (goal is to be set based on family need)-TFA  Discuss the importance of attendance- TFA  Review classroom schedule- TFA  Discuss classroom expectations- TFA |
| **Family Conference (Parent Teacher Conference)**- November- December- Done at center or in Family Home | Review TSG- TFA  Set educational goal for child- Teacher  Kids going to K: Transition Discussion- TFA |
| **Family Conference (Parent Teacher Conference)**-  February- March (teacher) | Review TSG- TFA  Review, update and/or change educational goal set for child- Teacher |
| **Update Family Goals-** January and April  Done at center | Check in with families around goals or create new goals- TFA |
| **Second Round of Family Outcomes Assessments- T**FA Home Visit  Start in March and end in May | Complete second round of Family Outcomes Assessments- TFA  Wrap up goals/help make a summer plan for families around goals- TFA |
| **Family Conference (Parent Teacher Conference)**-  TFA Center Visit | Review TSG- Teacher |

**Combo Classroom (these visits are to be documented in Family Services tab and education tab, see below)- Teacher Assistant Family Advocate**

|  |  |
| --- | --- |
| Visit Type/When | What to do |
| **Initial Visits:** July-August or whenever the child enrolls with the program- TAFA & Teacher   * Visits must be done in the family’s home before a child can start. If there is a barrier to doing the enrollment visit please contact the Family Services Manager to review options. | Complete initial paperwork- TAFA  Complete Family Outcomes Assessment – TAFA  Review Parent Handbook- TAFA  Beginning goal setting (goal is to be set based on family need)-TAFA  Discuss the importance of attendance- TAFA  Review classroom schedule- Teacher  Discuss classroom expectations- Teacher |
| **Family Conference (Parent Teacher Conference)**- November- December- Done at center or in Family Home | Review TSG- Teacher  Set educational goal for child- Teacher  Kids going to K: Transition Discussion- TAFA |
| **Family Conference (Parent Teacher Conference)**-  February- March (teacher) | Review TSG- Teacher  Review, update and/or change educational goal set for child- Teacher |
| **Update Family Goals-** January and April  Done at center | Check in with families around goals or create new goals- TAFA |
| **Second Round of Family Outcomes Assessments-** TAFA Home Visit  Start in March and end in May | Complete second round of Family Outcomes Assessments- TAFA  Wrap up goals/help make a summer plan for families around goals- TAFA |
| **Family Conference (Parent Teacher Conference)**-  Teacher Center Visit | Review TSG- Teacher |