

Initial Home Visit Checklist (7/15/25)

This is to be completed before or after the Initial Home Visit

Family's Name: _____

Initial when completed	Teacher Responsibilities
	Teachers will review online Child Plus Participant Files prior to Home Visit
	Teachers will print and bring Emergency Card and ensure all information regarding employment, work hours, phone numbers, addresses and Emergency Contacts are listed
	Teachers will update Permission for Services with Family. Review and update Permissions for Services with family if signed prior to July 1 st
	Update Releases: Including Medical, Dental, Service Provider (Case management), and CDS releases with family if signed prior to July 1
	Print Receipt of Handbook Sign Off form Review Parent Handbook and have Parent Sign Off on Receipt of Handbook
	Review Attendance Policies, including Start and End times and the expectation of timely arrival and attendance for the entire school day
	Review Classroom Schedule – Broad Overview, provide parent with a copy of schedule. Stress importance of arriving on time for breakfast
	Have parent sign Parent Agreement
	Have parent sign Confidentiality Agreement
	Complete CACFP form (not needed for Connors)
	Complete Home Language Survey (All HS) / Child Language Use Form (LPS)
	Complete Parent Social/Emotional Scales- (Brigance and ASQ)
	Review completed Health and Nutrition Questionnaire with Family. Update any new medical information
	Create a toileting plan with parents for all non-toilet trained children, minimally 2.5 and older
	Discuss Talking Points and Communication Expectations.
	Enter Initial Home Visit in the Education Tab of ChildPlus, update all Information pertaining to the family prior to the child's first day in programming and upload all forms acquired
Initial when completed	Family Services Responsibilities
	Extended Care ONLY: Have parent sign Extended Care Parent Agreement
	Extended Care ONLY: Discuss & have parent sign Child Care Fee Agreement
	Complete Emergency and Safety Checklist
	Complete Parent Education Survey
	Discuss policy Council / seek Reps
	Discuss Health Passport (CP #3030). Support appointments as needed (immunizations, dental, specialist, pediatrician)
	Complete Family Outcomes Assessment (or set appointment within 30 days)
	Assist families in goal setting process. Document new goals, update older goals
	Create a Family Partnership Event for the current year. Add actions under this to document completion of Emergency Home & Safety Checklist, Outcomes Assessment, Parent Education Survey