

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
HEAD START/EARLY HEAD START POLICIES AND PROCEDURES

SUBJECT: EDUCATION – HOME VISITS

HOME VISIT PROCEDURES

PROCEDURES:

The Teaching Staff will conduct home visits three (3) times a year. For Head Start the visits will take place during the months of October/November, February, and May. For Early Head Start the visits will take place during the months of October/November, March, and July. When family services staff accompanies Teaching Staff on Home Visits the input of all staff will be included on the Home Visitation Report.

I. Request for Home Visit

A. The teaching team will devise a tentative schedule of Home Visits for all children in the classroom. The Teacher will send a completed Home Visit Request to the family of each child based on this schedule two weeks before the projected home visit. When the copy is returned by the parent, the Teacher will plan or reschedule the visit accordingly. The Teacher will submit the schedule to the Center Director and to the Curriculum Specialist. The Center Director will provide copies to the Social Workers upon approval.

B. If the Home Visit Request is not returned within one week, the Teacher will send a written note reminder to the parent and will telephone or give a verbal reminder to the parent on site. This written and verbal reminder must occur every day until a response is received from the parent. If the parent has not responded by the day before the suggested date, the Teacher will inform the Social Worker/Family Service Worker. The Teacher and Social Worker must work with the family to ensure that a Home Visit is completed.

C. The day before the Home Visit is to take place, the Teacher will give a verbal and/or written reminder to the parent of the impending visit.

II. Documentation and Focus for Home Visits

A. First Visit – Teacher will print all domains, all indicators, and all readiness planning levels from Galileo (Individual Development Profile with parent signature line) for the appropriate developmental scale for each child. It is recommended that the computer printer be set on grayscale and 2 copies be made on a copy machine. For a child with an IEP or IFSP, the 'Notes' or 'General Notes' will be printed and copied. The Teacher will take the Galileo print out(s), any portfolio documentation, and the Home Visitation Report on the home visit. The first home visit will focus on education and the curriculum, on social issues, such as separation, on transition into Head Start or first steps to Public School, and on any other topics of interest to the parent.

B. Second Visit – Teacher will print the 'Learned' and 'Ready Now' planning levels for two domains of the Teacher's choosing. It is recommended that the domains be 1. the domain with the child's greatest growth and 2. the domain with the most potential concerns. It is recommended that the computer printer be set on grayscale and 2 copies be made on a copy machine. For a child with an IEP or IFSP, the 'Notes' or 'General Notes' will be printed and copied. The Teacher will take the Galileo print out(s), any portfolio documentation, and the Home Visitation Report on the home visit. The second home visit will focus on parent

input. It is suggested that the home visit begin by asking the parent what accomplishments they have seen from their child.

- C. Third Visit – For Early Head Start the third home visit will be conducted the same as the second home visit. For Head Start, for each child who will transition to Kindergarten, the Teacher will print from Galileo the ‘Learned’ indicators for all eight domains. For each child who is expected to return to Head Start the next program year, the Teacher will print the ‘Learned’ and ‘Ready Now’ planning levels for all eight domains. It is recommended that the computer printer be set on grayscale and 2 copies be made on copy machine. For a child with an IEP or IFSP, the ‘Notes’ or ‘General Notes’ will be printed and copied. The Teacher will take the Galileo print out(s), any portfolio documentation, and the Home Visitation Report on the home visit. The third home visit will focus on transition and on the growth that both the parent and the Teacher have observed during the year.
- D. For children that enter Head Start during the program year, the first home visit (regardless of the month of occurrence) will be conducted by the Teacher in the framework of the ‘first visit’.

III. Home Visitation Report Completion

- A. The Home Visitation Report must be written in the language chosen by the parent. If the language is other than English, the Home Visitation Report must be written in that language and translated in writing to English.
- B. Sections 1 & 2 may be completed by the Teacher before the home visit.
- C. The Home Learning Activities Suggested by Staff are to be individualized as per the progress each child is making in the developmental areas.
- D. While on the home visit the Teacher will complete the form. The parent and staff members present at the visit will sign at the bottom. The only signatures on the Home Visitation Report must be of those people present at the visit. The Teacher will give the Parent the white copy.

IV. Home Visitation Report Documentation and Filing

- A. After the completion of the home visits, the Teacher will give all Home Visitation Reports to the Curriculum Specialist. The Curriculum Specialist will monitor the Reports using the Home Visit Feedback Report. The Curriculum Specialist will review the Feedback Report with the teaching staff and the Center Director. The original Home Visit Feedback Report will be filed in the Classroom/Team Folder. One copy of the Report will be submitted with the Monthly Report.
- B. The Curriculum Specialist will request a printout of the HSFIS Parent – Teacher Home Visit Log from the Office Support Specialist for each class. The Curriculum Specialist will write in the date of each Home Visit for each child on the paper Log.
- C. The Center Director will designate a person to file the appropriate copies of the Home Visit Request, the Home Visitation Report, and any supporting documentation in each child’s file. The Curriculum Specialist will give this documentation to the Designee with the paper copy of the HSFIS Parent – Teacher Home Visit Log. After the documentation is filed, the Designee will record the date that each Home Visitation Report and supporting documentation was filed for each child on the paper copy of the HSFIS Parent – Teacher Home Visit Log.
- D. The Designee will give the paper copy of the HSFIS Parent – Teacher Home Visit Log to the Office Support Specialist. The Office Support Specialist will input the dates of visits and dates of filing into HSFIS.