

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope: Head Start Performance Standard 1302.34 (b)(2)(3)(6)(7) Parent and Family engagement in education and child development services.**

2.0 **Responsibility:**

- 2.1 Teacher
- 2.2 Teacher's Assistant
- 2.3 Family Service Worker
- 2.4 Education Consultant
- 2.5 Parent Engagement Consultant (PEC)
- 2.6 Parents

3.0 **Resources:**

- 3.1 Child's File
- 3.2 Parent Handbook
- 3.3 Parent Newsletter
- 3.4 Transition Calendar
- 3.5 Individualization Notebook
- 3.6 Brigance Online
- 3.7 Teaching Strategies GOLD
- 3.8 CLI Engage
- 3.9 Education Plan

4.0 **Procedures:**

- 4.1 There will be two home visits and two parent teacher conferences per program year made by the child's teacher and other applicable personnel to each enrolled child. During times of pandemic, emergencies, or natural disaster, all visits with parents may be conducted via telephone, digital platforms or other agreed upon methods. In these cases, a signature will not be required and will be noted as such on the form.
 - 4.1.1 Initial Home visit--within first 45 days that child enters the program
 - 4.1.2 First Parent Teacher: conducted AFTER first assessment period data is entered into Teaching Strategies GOLD/CLI Engage
 - 4.1.3 Second Home Visit-- scheduled after the second GOLD/CLI Engage assessment period.
 - 4.1.4 Second Parent Teacher Conference--scheduled after third GOLD/CLI Engage assessment period.
 - 4.1.5 If a child enters the program February 1 through Spring Break, an Initial Home Visit, a Second Home Visit and a Second Required Parent/Teacher Conference will be scheduled. If a Child enters after Spring Break, an Initial Home Visit and a Second Required Parent/Teacher Conference will be scheduled. Extenuating circumstances will be addressed on an individual basis between the

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

teacher and ESC Consultant.

- 4.2 Parents may expressly forbid such visits to the home and if so, the request will be honored.
 - 4.2.1 Home Visits may be conducted outside of the home based upon parent's request or due to a significant safety hazard for the staff.
 - 4.2.2 They may take place at an Early Head Start or Head Start site or another safe location that offers privacy (library, park).
 - 4.2.3 Location of the visit site is documented on the home visit form.
- 4.3 Home Visits/Parent Teacher Conference will be scheduled at a time mutually convenient for the parents/primary caregivers and staff.
- 4.4 Whether or not a parent permits home visits/parent teacher conferences is not a condition of the child's participation in Head Start or Early Head Start.
- 4.5 Schedule/Complete the Initial Home Visit within 45 days from the time of enrollment.
 - 4.5.1 Discuss the importance of communication and the advantage of home visits and conferences to parent.
 - 4.5.2 Head Start Staff and parent will complete the *Head Start Parent/Teacher Initial Home Visit form*.
 - 4.5.2.1 Staff review/discuss school readiness goals, assessments, and screens with parents.
 - 4.5.2.2 Parents view the SRG goals and are encouraged to choose specific domains with goals to meet the needs of their child and family.
 - 4.5.2.3 Parents are given suggestions for home activities to support growth toward the domain and its goal. These goals are recorded on the Initial Home Visit Form.
 - 4.5.2.4 Teachers will use the parent goal to assist in individualizing instruction for the child. Staff will record the activities that they will completed in class to assist in the achievement of the goals set at this time.
 - 4.5.2.5 Parents of four year olds will be given a transition calendar.
 - 4.5.3 The Initial Home visit is the foundation for the rest of the year. Establishing a positive experience and building relationships with parents are critical. Emphasize to parents that they are their child's first teacher and that working together their child's goals can be achieved.
 - 4.5.4 File all original documents in the Child's file. Make two copies of the Initial Home Visit and give one to parent and

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

file the other copy in the Individualization Notebook/
file.

4.5.5 Input Home Visit date and documents into **the web-based data system.**

4.6 The Second Contact made with parents is at the First Parent Teacher Conference

4.6.1 Visit is scheduled after the first data is entered into Teaching Strategies GOLD/CLI Engage assessment.

4.6.2 Documents shared and discussed with parents are the *First Required Parent/Teacher at School Conference form* and the *Family Conference Form* from Teaching Strategies GOLD or CLI Engage parent report.

4.6.3 Parents and Teacher will complete the *First Required Parent/Teacher at School Conference form* together

4.6.3.1 Progress toward School Readiness goals established at the Initial Home visit will be discussed and evaluated.

4.6.3.2 New goals and activities will be set or parents may decide to continue with goals from the initial visit. If parent stays with initial goals, teacher needs to provide updated activities to do at home and school.

4.6.3.3 If parents need assistance choosing a goal, have them choose one from the GOLD Family Conference Form/CLI report.

4.6.3.4 ISD Staff will use information acquired at the conference to adjust and plan for individualize instruction in the classroom.

4.6.4 File all original documents in the Child's file. Make two copies of the *Required Parent/Teacher at School Conference form* and the *Family Conference Form* and give one to parent and file the other copy in the Individualization Notebook.

4.6.5 Input First Parent Teacher conference date and documents into **the web-based data system.**

4.7 The third Parent contact made with the parent is the Second Home Visit.

4.7.1 Second Home Visit is scheduled after the 2nd assessment data is entered into Teacher Strategies GOLD/CLI Engage.

4.7.2 Documents shared and discussed with parents are the *Second Required Home Visit Form* **and** the *Family Conference form* from Teaching Strategies GOLD/CLI Engage assessment.

4.7.3 Gather and review goals set at Initial Home Visit and First Parent Teacher Conference Forms. Review

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

Assessment data and determine areas of need for the child so that suggestions can be made to the parent.

- 4.7.4 Parents and teacher will complete the Second Required Home Visit Form together:
 - 4.7.4.1 Progress toward School Readiness goals established at first two parent contacts will be discussed and evaluated.
 - 4.7.4.2 New goals and activities will be set or parents may decide to continue with goals from previous contact. If parent stays with initial goals, teacher needs to provide updated activities to do at home/school
 - 4.7.4.3 If parents need assistance choosing a goal, have them choose one from the GOLD Family Conference Form/CLI report.
 - 4.7.4.4 ISD Staff will use information acquired at the conference to adjust and plan for individualize instruction in the classroom.
- 4.7.5 File all original documents in the Child's file. Make two copies of the *Second Required Home visit form* and the *Family Conference Form/CLI report* and give one to parent and file the other copy the Individualization Notebook.
- 4.7.6 Input Second Home Visit conference date and documents into **the web-based data system**.
- 4.8 The fourth parent contact made with parents is the Second Required Parent Teacher Conference
 - 4.8.1 The Second Required Parent Teacher Conference is scheduled after the 3rd assessment data is entered into Teacher Strategies GOLD/CLI Engage.
 - 4.8.2 The following items will be prepared by the teacher for the final parent-teacher conference: *The Second Required Parent-Teacher at School Conference form*; *Development and Learning Report* from GOLD/CLI report.
 - 4.8.3 At the conference, the teacher will complete the forms Second Required Parent-Teacher at School Conference Form and discuss the *Development and Learning Report* from GOLD/CLI report.
 - 4.8.3.1 The teacher will use the report as a guide to discuss the accomplishments of the child and also assist in providing suggesting ideas for summer learning.
 - 4.8.3.2 Teacher will share summer activities and model how they can assist in the continued growth and learning of

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

their child during the summer months

- 4.8.3.3 File all original documents in the Child's file. Make one copy of the *Second Required Parent Teacher Conference Form* and the *Development and Learning Report/CLI Report* and give to the parent.
- 4.8.4 For students transitioning to kindergarten please see **P&P 1302.71**. For students transitioning to Head Start or Pre-K please see **P & P 1302.70**.
- 4.8.5 Input Second Parent Teacher conference date and documents into **the web-based data system**.

5.0 **Associated documents:**

- 5.1 Child's File
- 5.2 Initial Home Visit form
- 5.3 Second Home Visit form
- 5.4 Teaching Strategies Family Conference and Developmental Learning Reports
- 5.5 First Parent Teacher Conference Form
- 5.6 Second Parent Teacher Conference Form
- 5.7 Parent Receipt of Handbook Verification
- 5.8 Policies and Procedures 1302.70 and 1302.71
- 5.9 CLI Engage Reports
- 5.10 Brigance Online Monitoring System

6.0 **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Parent Teacher Home Visit/Parent Conference Forms	Print	Child's File at ISD	7 years	Shred	ISD locked unit
Year-end Home Visit Form	Print	Child's File at ISD	7 years	Shred	ISD locked unit
Teaching Strategies GOLD documents	Print/Electronic	Child File/online	7 years	Shred/delete	ISD locked unit/ Password protected
Child File	Print/electronic	ISD file/ Web-based data system	7 years	Shred /Electronic	ISD locked unit /Password protected

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 7.0 **Monitoring:**
 7.1 File review
 7.2 **GoEngage**

8.0 **Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
5-2012		Reviewed
6-2014		Reviewed
6-16		Reviewed
6/17	Title and footnote 3.2 3.4 3.5 4.2.2 4.5.2.5 4.6.3.3 4.7.4.3 4.8.3.2 4.9.4 5.7 5.8 6.0	Added section 2 & 3 Changed training notebook to handbook added Added Added library & park Added Added Added Added Revised summer activities Referenced P & P 1302.71 and 1302.70 Added added Removed initial and added parent conference Added Teaching Strategies GOLD documents Added Child File
5-2018	4.5.4, 4.6.1, 4.2.3, 4.6.3.3 4.6.3 4.7.1	Removed "Classroom" Added "GOLD/CLI Engage assessment Added Location of visit site is documented on the home visit form" Deleted "the Plan for Child's Development and Learning" Added " CLI Engage reports Added " or CLI Engage parent report" Deleted "checkpoint" Added "CLI Engage"

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

	4.7.2 4.7.4.3 4.7.5 4.8.1 4.8.3 4.8.3.3 6.0 3.0	Deleted “input of data” Changed “assessment and Added “checkpoint and CLI Engage assessment Deleted “If parents need assistance choosing a goal, have them choose one from the Plan For Child’s Development and Learning section of the Family Conference Form. Added “CLI reports” Deleted “2nd checkpoint input of data is entered into Teacher Strategies GOLD Added “ CLI report” Added “CLI report” Changed “Shredded to shred” Added “ Print/Electronic Added “Shred/Electronic” Changed “5 years to 7 years” Added “Teaching Strategies GOLD, Education Plan, and CLI Engage Changed “Brigance Online”
6/2019	4.6.5, 4.5.5, 4.8.5, 4.7.6	Changed “PROMIS” to “myHeadStart”
6-2019	2.5 4.1.5	Changed “Parent Involvement Consultant” to Parent Engagement Consultant” Changed “Children entering program after November should consult with ESC Consultant to discuss scheduling of home visits and parent teacher conferences” to “If a child enters the program February 1 through Spring Break, an

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**

		Initial Home Visit, a Second Home Visit and a Second Required Parent/Teacher Conference will be scheduled. If a Child enters after Spring Break, an Initial Home Visit and a Second Required Parent/Teacher Conference will be scheduled. Extenuating circumstances will be addressed on an individual basis between the teacher and ESC Consultant.”
12/1/2020	4.1	Add: During times of pandemic, emergencies, or natural disaster, all visits with parents may be conducted via telephone, digital platforms or other agreed upon methods. In these cases, a signature will not be required and will be noted as such on the form.
4/29/2022		Reviewed
12/2022	4.5, 4.5.5	Remove “myHeadStart” and replace with “the web-based data system”
12/2022	4.6, 4.6.5	Remove “myHeadStart” and replace with “the web-based data system”
12/2022	4.7, 4.7.6	Remove “myHeadStart” and replace with “the web-based data system”
12/2022	4.8, 4.8.5	Remove “myHeadStart” and replace with “the web-based data system”
12/2022	6.0	Remove “PROMIS” replace with “web-based data system”
12/2022	7.0, 7.2	Remove “PROMIS” replace with “GoEngage”

**HEAD START PROCEDURES FOR:
HOME VISITS/ PARENT TEACHER CONFERENCES
COMPONENT: CENTER FOR YOUNG LEARNERS**