

CAPNEMO Education **First** Home Visit Instructions 3-5

Purpose: A home visit is an opportunity for Customer Resource Specialist, education staff, and parents to learn from each other and make joint decisions concerning the care and education of the child. The first home visit is a prime opportunity to build rapport and to develop a strong positive link with each family.

Involved Individuals: Education Staff, Customer Resource Specialist, and parents/guardians.

Timeline: First Home Visits should be completed within the child's first 45 days of enrollment (see training schedule for due dates for those enrolled on the 1st day of a new school year. Family Advocates, education staff, and parents should devote at least forty-five minutes to one hour to complete the first home visit.

Materials Needed: A Parent's Guide to Preschool, (Use the book as a reference for returning families, give a copy to new families), the "Achievement Gap" booklet, a copy of the "School Readiness Goals and Benchmarks", Parent Contribution to Curriculum Planning form, Individual Child Profile sample, Conscious Discipline Quick Fact Sheet, "IMIL Getting Started", "Learning Connections – Getting Started", small notebook for "minimal" note taking, Home Visit/Parent Conference Reporting form.

First Home Visit Education Agenda:

Education Staff:

1. Give a copy of, A Parent's Guide to Preschool, to all **NEW** families. Review with returning families.
2. Explain Teaching Strategies GOLD. Share the areas of development that the curriculum focuses on. (Specifically page 3 of A Parent's Guide to Preschool) Give an overview of how children learn best through explicit play experiences (Specifically pages 16-17 of, A Parent's Guide to Preschool).
3. Show parents/guardians the Teaching Strategies GOLD Individual Child Profile booklet. Explain that their child will be observed on regular basis. Written observation will be made on their child, and the observation information will be used to assess their child 3 times a year on the Teaching Strategies GOLD Individual Child Profile. Progress on their child's development will be discussed at following parent conferences (2 total) and other education home visit.
4. Discuss the "Achievement Gap" booklet and suggest that the parent may want to adopt one of the suggested strategies as a goal (this will be recorded on the "Parent Contribution to Curriculum" form).
5. Describe how classroom work samples will be taken from their child periodically throughout the year. Literacy samples, Art samples, and Self portraits will be kept in a child portfolio and will be shared with the parent/guardians during Home Visits and Parent Conferences. Portfolios will be given to parent/guardians at the end of their child's participation in the Head Start program.
6. Complete with parents the "Parent Contribution to the Curriculum" form. Discuss what observations parents/guardians have made on their child, and what goals or milestones they would like to see their child reach. Discuss ways parents/guardians can help or share skills in the classroom. Discuss Learning Connections will be used to support the parents in working on goals for the children at home.
7. If necessary, complete the Home Language Survey with the parents to determine if the child should be assessed using the English Language Acquisition objectives 37 and 38 of Teaching Strategies GOLD.

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8. Describe how the children will be impacted by the components of the I am Moving, I am Learning strategy. Progress will be tracked in the Teaching Strategies GOLD and discussed at parent conferences and home visits. Discuss IMIL and Learning Connections. Hand out the Getting Started pages for each of these.
9. Explain the Conscious Discipline behavior management system and how the techniques will be used in the classroom, using the Conscious Discipline Quick Fact Sheet.
10. Explain that Parent Conferences will be completed at the Head Start Center and will occur in November and again in February.
11. Ask for any additional comments, needs or requests from the parents/guardians.

Following the First Home Visit:

Review, make notes on any verbal information gathered during the home visit or written on the Parents Contribution to Curriculum Planning form. File the **signed** Parent Contribution to Curriculum Planning form, the 1st Home Visit Checklist and the attempts documentation in the Education section of the child's center file. Complete the appropriate section on the Home Visit/Parent Conference Reporting form and enter the home visit dates in the Education section of ChildPlus.