

## CAPNEMO Education **First** Home Visit Instructions 0-3

**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:** Follow the schedule in the training calendar when scheduling home visits. CRS, 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), a copy of the "School Readiness Benchmarks and Goals". Achievement Gap booklet, Parent Contribution to Curriculum Planning form, Individual Child Report sample, Conscious Discipline Quick Fact Sheet, small notebook for "minimal" note taking, Home Visit/Parent Conference Reporting form, IMIL Getting Started and Learning Connections – Getting Started.

### **First Home Visit Education Agenda:**

Education Staff:

1. Give a copy of, A Parent's Guide, to all **NEW** families.
2. Explain Teaching Strategies GOLD. Share the areas of development that the curriculum focuses on. (Specifically pages 7-11 of A Parent's Guide) Give an overview of how children learn best through explicit play experiences (Specifically pages 29-36 of, A Parent's Guide).
3. Show parents/guardians the Teaching Strategies GOLD Individual Child Report 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 the following parent conferences (2 total) and other education home visit. Discuss which of the goals are part of our school readiness plan.
4. Discuss the Achievement Gap booklet. Suggest that the parents may want to adopt one of the goals in the booklet to work on in their family (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 (if applicable) and Art samples 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.

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6. Discuss the IMIL Connections and the Learning Connections. Hand out the Getting Started pages for each.
7. 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.
8. Explain the Conscious Discipline behavior management system and how the techniques will be used in the classroom, using the Conscious Discipline Quick Fact Sheet.
9. Explain that Parent Conferences will be completed at the Head Start Center and will occur in November and again in February.
10. 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 Parent Contribution to Curriculum Planning form. File the **signed** Parent Contribution to Curriculum Planning form, along with the 1<sup>st</sup> Home Visit checklist and attempts documentation, in the Education section of the child’s center file, and place a copy in the educational file too. Complete the appropriate section on the Home Visit/Parent Conference Reporting form. Enter the dates for the Home Visit in the Education Section of ChildPlus.