

## CAPNEMO Education **Second** 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 home visit is a prime opportunity to discuss child progress, share ideas for continued work with the child, and to further strengthen the positive relationships with each family.

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

**Timeline:** Follow the schedule on the training calendar when setting up home visits. Customer Resource Specialists, education staff and parents should devote at least forty-five minutes to one hour to complete the home visit.

**Materials Needed:** Completed (Spring Checkpoints) Individual Child Report, completed ChildPlus Assessment Report for 2 year olds (if applicable) completed Family Conference form, a copy of the Benchmarks for School Readiness Goals, Infant/Toddler/Individualized Transition Plan form (if applicable), have portfolio samples on hand, the 2nd Home Visit checklist, and a small notebook for “minimal” note taking.

### **Second Home Visit Education Agenda:**

Education Staff:

1. Discuss how the child is doing in relation to the Benchmark for School Readiness Goals.
2. Explain and discuss the information on the Family Conference form and complete the “Plan for this Child's Development and Learning” with the parents/guardians. Sign and date bottom of form.
3. Discuss and complete Infant/Toddler/Individualized Transition Plan (if applicable). Make sure parents sign and date the bottom of the Transition form. Inform parents/guardians of transition activities dates and times if applicable.
4. Use and verbally share the Individual Child Report, ChildPlus Assessment Report for 2 year olds (if applicable), portfolio samples, and observation notes to explain the assessment of their child.
5. Ask for any additional comments, needs or requests from the parents/guardians.

### **Following the Second Home Visit:**

Review, make notes on any verbal information gathered during the home visit or written on the Family Conference form. File the **signed** Family Conference form and 2<sup>nd</sup> Home Visit Checklist in the education section of the child’s center file. File the **signed** Transition plan form in the education section of the child’s center file (if applicable). File the Individual Child Report, observation notes, and portfolio materials. Complete the appropriate section on the Home Visit/Parent Conference Reporting form and enter the date of the home visit in ChildPlus.