

Mercer County Head Start Policies and Procedures

P/P Topic:	Home Visits and PTCs	P/P #:	024
Part:	1304	PC Approval Date:	10/23/2008
Subpart:	Family and Community Partnerships	Last Reviewed Date:	10/23/2008
Section Title(s):	Family Partnerships	Implementation Responsibility:	Teachers
Related Performance Standard(s):	1304.40(e)(5)	Monitoring Responsibility:	Director of Early Childhood Services

(A) Policy	Teachers will conduct a minimum of two home visits and two parent teacher conferences each year to provide families with information, support and guidance about their child and his/her education.
(B) Responsibility	Teachers
(C) Procedure	<ul style="list-style-type: none"> • Typically, a combination of two home visits (HV) and two parent teacher conferences (PTC) provides sufficient opportunities for goal setting and discussion of each child’s individual development and progress. Additional visits/conferences will be offered on an individual, as needed basis. • Location and time options should be available to best meet the need of the parents. Written notification containing specific details of HV/PTC will be provided for parents. Home visits and parent-teacher conferences should be well planned in preparation and in content. • A Fall or Spring HV form is completed during the visit as appropriate. Either a Fall or Spring PTC form is completed during the conference. A parent signature is required on both forms. • Family Advocates may participate in HV/PTC if schedules permit. The teacher provides referral to the Family Advocate or other appropriate staff/agency if a need is identified during the parent meeting. Inform parent of referral process. • HV will occur in the family’s home unless safety or family preferences determine otherwise. • HV and PTC meetings are documented in Genesis Earth • The following protocol will be used for HV and PTC: Home Visit 1: (Prior to the first day of school when possible) <ol style="list-style-type: none"> 1. May last 20-40 minutes in length. If a parent has concerns that lengthen this time frame, ask to schedule a second meeting in the classroom for specific discussion.

	<ol style="list-style-type: none"> 2. Review Brigance Screening Instrument and any other relevant screening information. 3. Review Creative Curriculum Goals and Objectives and the process by which Creative Curriculum is utilized. 4. Complete Home Visit Form. Solicit parent suggestions for curriculum/at home activities. 5. Encourage volunteering through various activities including those that can be completed at home. 6. Complete “Child Education Plan/Home Visit Record – Fall Form” <p>PTC 1: (October – November)</p> <ol style="list-style-type: none"> 1. PTC’s should last 10-20 minutes in length. If a parent has concerns that lengthen this time frame, ask to schedule a second meeting in the classroom for a specific discussion subject. 2. Discuss and set goals for the child in cooperation with the parent. Goals will be written on Monthly Individualization form and provide a copy of this form to the parent. Encourage parents to work on same goals at home and track the dates and times they work with their child at home. Ask them to turn the goal sheet in when completed. 3. Discuss and share child’s portfolio. <p>Home Visit 2: (January - March)</p> <ol style="list-style-type: none"> 1. Discuss assessment data, observations, etc. 2. Share parent/child activities for summer, and information regarding any appropriate summer programs. 3. Solicit parent ideas for program development, classroom, and curriculum. 4. Review any necessary health/education follow-up from previous HV or PTC. <p>PTC 2: (Date set on Student Calendar, April)</p> <ol style="list-style-type: none"> 1. Review Child’s Individual Child Profile, Monthly Goals, and Portfolio. 2. Discuss any parent questions and/or concerns 3. Transition- discuss child’s placement for next school year. If child is expected to be enrolled in Kindergarten, a Parent Teacher Transition Record will be completed. 4. Share the date, if known, when the classroom will go on a field trip to a Kindergarten room and invite the parent to join their child that day. 5. Discuss volunteer opportunities.
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