

	<b>DHS Head Start Program Policy</b>		
<b>EDUCATION 1</b>			
<b>SUBJECT</b>	Home Visits/Parent Conferences		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/23/2015		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: Pending</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 5/27/21</b>
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**Policy:**

Head Start teachers must complete two Home Visits and two Parent/Teacher Conferences each school year.

Education Service Providers will develop and implement procedures to ensure the completion dates of the Home Visits and Parent/Teacher Conferences are entered into ChildPlus and meet the *City of the San Antonio Benchmark Due Date Guide, ChildPlus File Scan Order and Process Guide*, and applicable *ChildPlus Data Entry Guide* Procedures must include accommodations for long term substitutes and/or extenuating circumstances.

The first Home Visit may be completed by the teacher no more than four weeks prior to the first day of a child’s entry into school. If a child enters the program after January 1, a minimum of one Home Visit and one Parent/Teacher Conference must be completed by the last day of school. Documentation of the Home Visits and Parent/Teacher Conferences must be maintained in ChildPlus. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus according to the *ChildPlus Data Entry Guide*.

Home Visits and Parent/Teacher Conferences will be conducted in the family’s home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent’s/guardian’s convenience and if necessary, at a neutral location.

Home Visits and Parent/Teacher Conferences cannot be conducted on the same date. Dates should be scheduled at intervals to allow for student growth, progress, and meaningful conversations.

Home Visits and Parent/Teacher Conferences offer opportunities for parents/guardians and staff to share knowledge related to the strengths, needs, interests, and concerns regarding the child and

family. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples and applicable information related to assessment and student outcomes, behavioral and developmental screenings, program activities, and transitioning into kindergarten.

Education Service Providers will develop and implement procedures related to scheduling, safety, and meeting location of the Home Visit and Parent Conference. Additionally, the Education Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented and shared with the parent/guardian.

**Performance Standard(s):**

1302.34 (b)(2-3, 7-8); 1302.46; 1302.50; 1302.71(a, b, e)

