

	DHS Early Head Start Program Policy		
EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 5/23/23	Governing Body Approval: 9/19/16	Governing Body Revision: 6/15/23
PAGE: 1 of 2			

Policy:

Early Head Start (EHS) teachers must complete two Home Visits and ~~no less than~~ two Parent/Teacher Conferences each program year for center-based services.

A system must be in place to ensure that completion dates of the Home Visits and Parent/Teacher Conferences are entered into *Child Plus and meet the City of the San Antonio Benchmark Due Date Guide, the EHS File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide.*

Documentation of the Home Visit and Parent/Teacher Conference must be maintained in the child file and ChildPlus. If a Home Visit or Parent/Teacher Conference did not occur, documentation regarding why the event did not occur must be noted in Child Plus.

The first Home Visit may be completed by the teacher no more than 14 calendar days prior to the first day of a child’s entry into the program. If a child enters the program after January 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of the program year. If a child’s date of entry is within 45 calendar days of the Parent/Teacher Conference benchmark due date, then the teacher must complete the Home Visit but is not required to complete both the Home Visit and the Parent Conference.

[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 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 convenience and completed in the home or at a mutually agreed upon location, upon parent/guardian’s request.

Home Visits and Parent/Teacher Conferences offer opportunities for parents/guardians and staff to share knowledge related to the strengths, needs, interests, goals, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information regarding the transition into a PreK/Head Start program, when applicable.

Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard:

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