
	DHS Head Start Program Policy		
EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/23/2015		
Policy Council Approval: 7/25/17	Policy Council Revision: pending	Governing Body Approval: 9/28/17	Governing Body Revision: pending
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Policy:

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 a child and family. During a Home Visit and Parent/Teacher Conference the teacher will share work samples and applicable information related to assessment and student outcomes, behavioral and developmental screenings, program activities, and if appropriate, information related to transitioning into kindergarten. 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. The Head Start Program requires parents/guardian receive two Home Visits and two Parent/Teacher Conferences each school year.

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

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. Procedures must include accommodations for long term substitutes and/or other extenuating circumstances. Procedures should address the following:

- If a child enters the program any time from the first day of school to October 31, they are required to have two Home Visits and two Parent/Teacher Conferences by the last day of school.
- The first Home Visit may be completed by the teacher up to four weeks prior to the first day of a child's entry into school.

- Accommodations for late entries, including:
 - If a child enters the program any time from November 1 – December 31, they are required to have a minimum of three Education events completed by the last day of school, for example, two Home Visits and one Parent/Teacher Conference or two Parent/Teacher Conferences and one Home Visit.
 - If a child enters the program any time from January 1- April 1, a minimum of one Home Visit and one Parent/Teacher Conference must be completed by the last day of school.
 - If a child enters the program after April 1, they are required to have a minimum of one Education event, either one Home Visit or one Parent/Teacher Conference.

Documentation of the Home Visits and Parent/Teacher Conferences must be maintained in ChildPlus. If a Home Visit or Parent/Teacher 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 cannot be conducted on the same date. Dates should be scheduled at intervals to allow for student growth, progress, and meaningful conversations.

Performance Standard(s):

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