



4.2A First Home Visit (EHS) **Instruction Sheet**



PURPOSE STATEMENT

The purpose of this form is to document the first home visit conducted by NHA staff with the parent(s)/guardian(s) of the enrolled child. The purpose of the first home visit is to promote family engagement, begin the process of developing a partnership with parents, and to gain information that will guide staff in assisting parents/guardians in fostering the growth and development of their child.

TIMELINE

Completed with the parent/guardian in the home within 45 days of the child's first day of attendance.

STAFF RESPONSIBLE

Early Head Start (EHS) Teacher, EHS Associate Teacher, Site Supervisor/Assistant Site Supervisor

INSTRUCTIONS

- Complete the top portion of the form and fill in the child's name, date of birth, site and date of the home visit. Mark 'yes' or 'no' indicating whether or not the father/father figure participated.
- Questions 1-3. Interview the parent/guardian and record their response to each question. Ask all of the questions in a conversational manner, additional questions may be necessary in order to obtain a complete response.
- Question 4. Explain to the parent/guardian the importance of parent engagement. Ask the parent/guardian how they would like to support in the classroom or at the site in general.
- Question 5. This question applies only to families with children over 24 months; if not applicable, write "N/A." Explain NHA's EHS transition process to the parent/guardian and inquire about what types of questions or concerns they have regarding their child's transition to preschool. Document questions/concerns and provide answers and strategies for addressing concerns.
- Question 6. This question applies only to families that have an IFSP; if not applicable, write "N/A." Determine what IFSP goals the family is currently working on and what strategies they are using to achieve their goals. Ask the parent/guardian for feedback on ways we can support these goals in the classroom and inform them that we individualize by incorporating IFSP goals in the weekly lesson plan.
- Question 7. Review and sign the "Parent Pledge" and provide family with a magnet.
- Parent/guardian and staff print and sign their names. Enter the visit in PROMIS, per the PROMIS Record Keeping Standard Operating Policy and Procedure, and file the completed form in the Child File under Section 4: Education.