



4.6 Parent-Home Visitor Agreement **Instruction Sheet**



PURPOSE STATEMENT:

The Parent-Home Visitor Agreement form documents the roles and responsibilities of both the Home Visitor and the parents/guardians enrolled in the Home-Based option.

TIMELINE:

The form is reviewed and signed by the parent/guardian and Home Visitor during enrollment. The agreement is reviewed again during the first home visit. If the parent/guardian is having challenges with attendance at home visits and/or socializations, the agreement should be reviewed again with the family.

STAFF RESPONSIBLE:

Home Visitor

INSTRUCTIONS:

- Complete the top portion of the form with the child's name and DOB.
- At the time of enrollment, the Home Visitor uses the Parent-Home Visitor Agreement to discuss the roles and expectations of both the Home Visitor and the parent/guardians. The Home Visitor answers any questions the parent/guardian may have about the Home-Based option.
- The Home Visitor and the parent/guardian(s) discuss and agree on a regular day and time to conduct home visits. The day and time is documented on the form.
- The Home Visitor reviews the cancellation and rescheduling policy and explains to the parent the importance of participating in weekly home visits and socializations.
- The Home Visitor provides the family with copies of "A Parent's Guide to Head Start Home-Based Program Option" and the "Parent Pledge." The Home Visitor discusses the Parent Pledge with the family. The Home Visitor and family view the Home-Based Program video available on ECKLC.
- Both the parent/guardian and Home Visitor sign and date the form.
- File the form in Section 4: Education of the Child File.

A NEW FORM SHOULD BE COMPLETED EACH TIME THE PARENT/GUARDIAN SETS A NEW DESIGNATED DATE/TIME FOR THE WEEKLY VISIT. FILE THE MOST CURRENT FORM ON TOP OF PREVIOUS FORMS IN THE CHILD FILE.