



## **4.2 First Home Visit (HS)** **Instruction Sheet**



### **PURPOSE STATEMENT:**

The purpose of this form is to document the first home visit by NHA staff with the parent(s)/guardian(s) of the child(ren) enrolled in the program and support a strong foundational relationship between the family and school.

### **TIMELINE:**

Complete this form during the first home visit. The first home visit must occur within 45 days of the child's first day of attendance. Ideally, the visit occurs before the first day of attendance and takes place in the family home.

### **STAFF RESPONSIBLE:**

Teacher, Associate Teacher, Site Supervisor/Assistant Site Supervisor

### **INSTRUCTIONS:**

1. Review the child's file prior to the visit to get familiar with the family and child's unique life experiences.
2. Complete the top portion of the form, including child's name, date of birth, site name, and the visit date. Document "Yes" if a father/father figure participated in the First Home Visit and document "no" if a father/father figure did not participate.
3. Review and discuss the items listed with the parent/guardian. Record the response in the space provided and check related boxes, as appropriate.
  - o Tip- Maintain a conversational tone to support everyone in feeling comfortable. You may rephrase the questions if necessary.
  - o Keep in mind that in the course of conversation, the parent/guardian may actually answer questions before you ask.
4. Additional guidance for specific items.
  - o Items 1-3- As the parent/guardian provides information, discuss similarities and differences in what they can expect to see in the classroom. For example, our five common classroom rules- hands to self, eyes on teacher, walking feet, inside voices, and listening ears.
  - o Items 4a-4c. **For Dual Language Learners Only-** (Dual language learners are learning a second language while continuing to develop their first language).
    - If child does not fit the definition of a Dual Language Learner, check N/A and move on to question #5.
    - Record responses in the space provided.



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- Item 7- If the child will be transitioning, review items in 7a and the related activities from the TK/Kindergarten Checklist.
    - Date and Initial the 1<sup>st</sup> Home Visit of the TK/Kindergarten Transition Checklist form in Section 1 of the child's file.
    - Follow up with Site Supervisor and assigned FSA in regards to any referrals or additional support needed.
  - Item 9- If the child has an IEP and you did not see it in the Child File, ask the parent for a copy.
  - Item 10- If the child and/or family has services scheduled to start, or are receiving services, have them complete the "Authorization to Release Information" form.
    - Emphasize that the document will allow communication between programs and support the family in coordinating services as needed.
5. Parent/guardian and staff print and sign their names. Staff must also indicate their title. Additional family members and/or staff present may sign and date in the space below.
  6. Enter the Home Visit in PROMIS, per the PROMIS Record Keeping Standard Operating Policy and Procedure.
  7. File the completed Home Visit form in the Child File under Section 4.
  8. Follow up with Site Supervisor and assigned Family Service Advocate in regards to any referrals or additional support needed.