



4.4 Second Home Visit (HS) **Instruction Sheet**



PURPOSE STATEMENT:

The second home visit provides opportunities for continued family engagement. The visit serves the purpose of enhancing the parent's knowledge and understanding of the developmental progress of his/her child and discussing changes the parents have noticed in the child and/or the family during the program year. The Second Home Visit form documents the content of the second home visit.

TIMELINE:

The teaching staff schedule home visits to comply with the current Education Timeline requirement.

STAFF RESPONSIBLE:

Teacher, Site Supervisor/Assistant Site Supervisor

INSTRUCTIONS:

1. Prior to meeting with the parent/guardian, review the following:
 - Child's portfolio and assessment reports, ensuring accuracy
 - Attendance reports
 - Number of completed "Watch Me Grow at Home" forms returned to school
 - Site Family Engagement Plan for the year
2. Fill in the child's name, date of birth, name of the site, date of the visit, and name of the site. Document "Yes" if a father/father figure participated in the Second 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.
4. Additional guidance for specific items.
 - Item 4- 4. Review the child's developmental reports
 - If it was the child's SRG Mid-Year Review, use the "Learning Genie Child Report."
 - If it was the child's initial DRDP, use the "Child Progress Report" and "Parent Progress Report."



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- Item 7- Ask the parent/guardian about the family engagement activities or trainings they have participated in.
 - If they have participated, discuss and record their experience participating.
 - If they have not participated, discuss challenges or barriers for participation encountered and possible strategies for managing them.
 - Encourage connection with site Family Services Advocate for additional support.
 - Encourage parent/guardian to engage, or continue engaging, in classroom, site, and/or program activities.
 - Item 10- Using the Year to Date Absent Reason Report, review the child's attendance history. Discuss any challenges/barriers to attendance. Check the box once completed.
5. Record any additional comments. If none, write "N/A."
 6. Parent/guardian and staff print and sign their names. Staff must also indicate their title. Additional family members and/or staff present may sign in the space below.
 7. Enter the Second Home Visit in PROMIS, per the PROMIS Record Keeping Standard Operating Policy and Procedure, file the completed form with the signed "Parent Progress Report" and initialed "Child Progress Report" attached, in the Child File under Section 4: Education.
 8. Follow-up with Site Supervisor and assigned Family Service Advocate in regards to any referrals or additional support needed.