Initial Home Visit:

* Home visits must be done in the child’s home. If there are extenuating circumstances you must reach out to your Ed Specialist for approval to conduct the visit elsewhere. Your Ed Specialist will need to sign the form as documentation before the visit is completed.
* If you have a parent who is hesitant to allow you in their homes, please explain the purpose of the visit. Discuss with families that we are not there to check on things but rather get to know their child and their family in a comfortable environment. There is a parent Q&A sheet on home visits you can also give them.
* Please be sure that you are asking the parents the questions on the form. We should not be handing the form to the parents for them to complete. We want you to engage in a meaningful conversation.
* Please be specific for the questions. Example- for the question “Which Holidays do you celebrate?” please do not put regular as that means something different to everyone. There should be specific holidays listed.
* If something doesn’t apply you can just put N/A
* Other Items to Share- please be sure that you are going over each one of those and giving a brief overview of what each item is.

Final Home Visit:

* Home visits must be done in the child’s home. If there are extenuating circumstances you must reach out to your Ed Specialist for approval to conduct the visit elsewhere. Your Ed Specialist will need to sign the form as documentation before the visit is completed.
* Please be sure to have printed out either the Final Report Card (HS) or the Family Conference Form (EHS) and if needed the Kindergarten consent to share information prior to the visit.
* List the child’s accomplishments and individual goal- don’t just check the circle.

Parent Teacher Conference:

* These are to be conducted in the center but should not happen during drop off or pick up. This way you can have a more meaningful conversation in a private setting.
* Items of Discussion- please be sure to attach the results of the screenings.
* Individualized Child Goals- this is to be done in partnership with the parent using the child’s data and parent input.

Individualized Transition Plan:

* These should be completed by the child’s current teacher. Then the current teachers and new teachers should schedule a meeting and invite the child’s parent to review the plan. If the parent is unable to attend the meeting, the current teacher can review during drop off or pick up.
* Transition Activities- if something is not applicable then just put “N/A” – you do not need to check the box. We should only be checking the items that applies to the child’s transition.

Head Count Sheets:

* These are meant to be a snapshot of your classroom at each 30-minute mark. You do not need to write the time in which the child arrived or left as that is reflected on the sign in/out sheets.

Education Documentation Tracking Form:

* You only need to use one Ed Doc per school year.
* There is a fillable form on the Intranet
* Please be sure to use the key at the bottom of the form. So, if a child withdrew, please place a “W” in the boxes
* Be sure to put a “Y” or “N” for every child in the Child Concern box
* See example in Resource Binder