

Welcome Visit Procedure

Policy: Welcome visits will be conducted each year prior to the start up date of the program. All families who are enrolled in the program will receive a welcome visit. The purpose for the visit is to welcome the families into the program and introduce the staff that will be working with them. Although important information is collected at this time, the visit should focus on making sure the families are comfortable with this transition to a new program.

Performance Standard 1304.40 (i)(2)

Procedure:

- Teachers and family advocates will schedule welcome visits for all families that have been accepted into the program. Confirm that family's address and directions to the home at this time.
- The visit should take approximately 60 minutes. Consider this as well as travel time when scheduling visits. The welcome visit should be confirmed the day prior via phone.
- Every effort should be made to schedule welcome visits prior to the start up date of the program or before the child's first day of enrollment.
- Visits will be conducted in the family's home unless specifically requested otherwise by the parent. A parent request to hold the home visit outside of the family's home must be documented and signed by the parent.
- If a translator is needed for the visit, the advocate and/or teacher must make arrangements in advance.
- Teachers and/or family advocates must be prepared with the materials for each home visit with the following:
 - Family File
 - Center Handbook
 - Children's Book/At-Home Activity Form
 - Calendar for year
 - Bus Safety/Activity Sheet
- Teacher and/or family advocates will share the following information with the families:
 - Center Handbook
 - Bus Safety
 - Attendance Policy
 - Child Abuse Reporting Policy
 - Health Policies
- If parents have not signed all necessary forms, have them sign at this time. Remind parents of upcoming events and emphasize the importance of attending orientation, open house, and center meetings.
- The teacher should share information concerning the Head Start Early Learning and Outcomes Framework as well as guiding parents to create an educational goal for their child.
- Family advocates will describe the family goal setting process to the parent and schedule their next visit.

- At the completion of the visit, the teacher and/or advocate must complete the home visit form and have the parent sign. The home visit form should indicate that the following has been covered:
 - The parents have received the center handbook and it has been reviewed with a focus on the areas of bus safety, the attendance policy, the child abuse and neglect reporting policy and health policies.
 - The parent has set a goal for their child.
 - The parent has been reminded of any upcoming important dates
 - A book/activity sheet was left in the home
 - The date/length of the visit
- Teachers and advocates will document the visit in ChildPlus.
- Teachers will complete the home visit summary form to be turned in with their end of month report.
- Family Advocates are to file the welcome visit form in the family's blue folder.
- Family Advocates will document the visit in the parent volunteer record.

Referenced Forms:

Home Visit Form

Educational Goal

Parent Volunteer Record