


Performance Standard:	Program Operations Subpart C - Education and Child Development Program Services	<h1 style="color: #800040;">INCA Community Services</h1> <h2 style="color: #000000;">Head Start & Early Head Start Policies and Procedures</h2> 
Sub Category:	Sub Part C 1302.34 b 7 8	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	Head Start Home Visit Form	
Responsible:	Teaching staff, Area Supervisor/FEC, Education Manager	

Home Visits

Policy

INCA ensures that Head Start Teachers conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development, except that such visits may take place at an INCA site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff. ([See Parent and Family Engagement in Education and Child Development Services Policy](#))

Conducting a Home Visit

To conduct and document the home visit the child's Teacher:

- Sets up a convenient date and time for the home visit with the family;
- Plans information to be discussed during the home visit;
- Conducts a visit in the home;
- Documents information shared and goals that were set on the INCA Head Start Home Visit Form.
- Completes the Inca Head Start Home Visit Form with parents signatures on the day of the visit.
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Parent Refusal

Every effort is made to conduct the home visit in the child's home.

- Parents/Guardians have the right to refuse home visits.
 - If a parent or guardian refuses the home visit, an alternative location outside of the classroom must be offered by the Classroom Teaching staff, such as a library, restaurant, etc.
 - If a parent/guardian refuses a home visit, the Teacher documents this on the INCA Head Start Home Visit Form signed by the parent or guardian.

Documentation/Record Keeping

- Classroom teachers enter the date the home visit, scan and attach a copy in Child Plus.
- A copy will be sent to the Area Supervisor/FEC.
- The original placed in the child's folder.
- If home visit not completed, classroom teachers enter the date of home visit attempts and the reason for not completing home visits into Child-Plus.
- If Parent refuses home visit, document and enter the data into Child Plus.

Definitions/Acronyms

PC - Policy Council

GB - Governing Board

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

FEC - Family Engagement Coordinator

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.