



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – HOME VISITS and PARENT CONFERENCES

2. Scope

Discuss children's individual educational and developmental progress and activities, assisting parents in developing and enhancing their observation skills and soliciting parent observations, input, and goals. Help parents and staff learn more about each other to build the partnership, as well as to learn more about the behavior and development of the children in different environments.

3. Prerequisites

NA

4. Responsibilities

Teacher
Teacher Assistant
Instructional Advisor
Education Director
Education Manager
Family Engagement Specialist
Family and Community Partnerships Manager
Family Engagement Advisor
Center Director/Manager
School Principal

5. Procedure

In as many cases as possible, parent conferences and home visits will be conducted in all Early Childhood programs. By executing parent conferences and home visits, staff can gain a better understanding of the family, the child's role in it, its effect on the child and his or her learning, and the environment where the child lives. Families can gain a better understanding of how they can maximize their roles as their children's first and most important educators. Both can gain a better understanding of how to work together to support the development of the children.

1. M-SCS Early Childhood teachers in center-based, school-based and early childhood special education/exceptional children classrooms are required to offer formal parent contacts per program year on the following schedule:



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- a. Parent Orientations – group meetings with parents during the first two weeks of school or as new students are added to meet parents and orient them to classroom operations
 - b. Two home visits – one each semester
 - c. Two parent-teacher conferences – September-February and the final transition conference in May
 - d. Exit conference- occurs in May to share overall strengths and areas of growth for students and transitioning to Kindergarten
2. Parents receive this schedule at Parent Orientation meetings and in writing in the Parent Handbook, along with the rationale and purpose for the conferences and home visits.
 3. Home visits and parent conferences are always scheduled according to the mutual availability of staff and parents.
 4. Staff should work with their building principals or site supervisors about scheduling parent-teacher conferences and home visits around other responsibilities and scheduled events.

Parent Conference Procedures

1. Parent conferences occur at school and center sites.
2. Teachers send the Parent Conference/Home Visit Request letter to all parents prior to the scheduled month and follow up with parents who do not return the form. This form is completed by classroom teachers and sent home with students. Parents select their date, time, and location and send back to teachers.
3. The purpose of the first parent conference in the fall is for teachers and parents to continue building partnerships and to collaborate in setting appropriate learning objectives and goals so their children make progress.
 - a. Teachers should have some possible objectives for each child prepared prior to the conference and be prepared to discuss these, school readiness goals, expectations for the year, and screening results for the child, if screenings are completed.
 - b. During the conference, teachers are encouraged to discuss with parents the children's routines, interests and behaviors at home.
 - c. Teachers also use this opportunity to answer questions the parent might have about classroom routines and activities.
 - d. The first conference is also a good time to invite parents to visit the school/center and classroom and/or talk about how they can be involved during the year.
4. The purpose of the exit/transition conference is to summarize the child's learning and developmental accomplishments over the year and to get parent feedback. The teacher should also:
 - a. Discuss the child's transition to kindergarten or the next setting/classroom and see if the parent has any questions.
 - b. Discuss the things the parent can do over the summer to further prepare his or her child for kindergarten or the next setting/classroom.



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5. Teachers will use the Parent-Teacher Conference/Home Visit form to plan for and document all conferences. Teachers copy this form and submit documentation within five business days after completing the parent conferences/home visits to their family engagement specialist and instructional advisor. The family engagement specialist enter the information into MyHeadStart.
6. Scheduled home visits are counted as home visits in MyHeadStart, even if they are conducted in an alternate location.

Home Visit Procedures

1. Home visits will occur in the family's home, unless the parent requests another location. An alternate location can be the school/center or another safe location that affords privacy for the conversation.
2. Teachers send the Parent Conference/Home Visit Request letter to all parents prior to the scheduled month and follow up with parents who do not return the form.
3. If the parent requests an alternate location for the home visit on the Request letter form, the teacher:
 - a. Schedules a conference/meeting at a mutually agreeable place. This could be at the school/center site or another safe public place that affords some privacy, such as a library.
 - b. Documents the parent's request for another location for the home visit using the M-SCS Early Childhood Division Parent Conference/Home Visit form and have the parent sign in the box verifying the alternate location request.
4. When safety is a concern related to home visits:
 - a. Teachers and family advocates and/or teacher assistants should complete visits together.
 - b. All staff should take precautions when traveling in neighborhoods or areas they may not be familiar with, such as traveling in twos, making sure they have gas and a charged cell phone, not traveling after dark, etc.
5. The purpose of the home visits, or the alternate location conferences/meetings, is to further partnership with parents, provide them with progress reports on their children's learning and development, and address any concerns or ideas they may have related to their child and his or her education. Teachers may also:
 - a. Share any portfolio items, artifacts or observations about the child's participation in the classrooms and progress.
 - b. Solicit feedback from the parent about how the child is doing at home and in the classroom. Address any questions the parent may have.
 - c. Reinforce take-home activities, welcome the parent to visit the school/center and classroom and reiterate how they could participate.
6. Teachers use the Parent-Teacher Conference/Home Visit form to plan for and document the home visits/conferences.
7. Time will be set aside during designated months for teachers to schedule home visits or alternate parent conferences.



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Follow Up Procedures for Parent Conferences and Home Visits

1. If parents do not respond to a request for a parent conference or home visit or do not show up when one is scheduled:
 - a. Teachers follow up with their assigned family engagement specialist, who follows up with the family.
 - b. Family engagement specialists practice case management procedures in following up with families to determine reasons why they did not respond to the parent conference or home visit request or did not attend.
 - c. Family engagement specialists can reschedule the parent conference or home visit with the teacher, if it is appropriate and agreeable to both the teacher and parent.
2. Parent conferences and home visits conducted after the scheduled days are still documented on appropriate forms and in MyHeadStart.

6. *References*

- Head Start Performance Standards Subpart C- Education and Child Development Program Services 1302.34
- Shelby County Schools Board of Education Policy 5010 Parental Involvement
- Voluntary Pre-K Scope of Services, I
- Home Visit/ Parent Teacher Conference Sign In form
- Home Visit/ Parent Teacher Conference Planning Form
- Parent Meeting Orientation Form

7. *Definitions*

- MyHeadStart is the student management system used by the Early Childhood Division.