

Child Development and Family Specialized Contacts

Policy

Lead Educators will conduct specialized contacts with families each year and will work together to identify, share, support, and encourage healthy growth and development of children and families.

Procedure:

- Families will be offered a specialized contact with their child's or Prenatal Mother's Lead Educator during four identified checkpoints throughout the program year.
- The four specialized contacts provide opportunities for goal setting and discussion of each child's or prenatal mother's individual development and progress.
- The checkpoint periods will be identified each year on the Program Calendar.
- The four specialized contacts are identified as:
 1. Initial Home Visit Checkpoint
 2. Developmental Conference Checkpoint
 3. Mid-Year Home Visit Checkpoint
 4. Year End Transition Conference Checkpoint
- Families will receive all four specialized contacts during the identified checkpoints when their entry date to the program is prior to checkpoint 2.
- For families who enroll during or after the identified checkpoint 2:
 - An individualized varied schedule will be identified based on their entry date, checkpoint dates, program schedule, curriculum and assessment tool ending dates, and the individual needs of the child and family.
 - The Program Manager will share the individualized varied schedule with the Lead Educator at time of program entry.
 - The Lead Educator will ensure the family receives a minimum of two home visits and one conference. Depending on the entry date, the conference could take place during a home visit.
- Every effort will be made to make all four specialized contacts with families dependent on the entry date.
- Additional Conferences and Home Visits may be provided if identified as a need or by parent request.
- The two specialized home visit contacts may be requested for an alternate location if deemed necessary.

The four specialized contacts are as follows (unless entry date falls during or after checkpoint 2):

1. The **Initial Home Visit** made by the Lead Educator is to establish a working relationship with each family. This specialized contact may include:
 - Review of the parent handbook and schedules
 - Information on child screenings
 - Discussion child's interests, strengths, needs
 - Parent Input
 - Volunteer opportunities/parent involvement
 - Medical/dental requirements
 - Complete enrollment paperwork
 - Give family the classroom/staff contact information

- Discuss the Family Partnership Process (See Family Partnership Agreement policy)
 - ❖ The contact is documented on the Initial Home Visit form in the data tracking system.
2. The **Developmental Conference** may be conducted on site by the center Lead Educator in a group or individually. If a group conference is held, individual conferences will be offered by parent or staff request. Home visiting Lead Educators may conduct conferences in the home as part of the scheduled visit. This specialized contact may include:
 - Discussion on screening results
 - COR assessment tool & available COR data
 - Child's adjustment to Head Start
 - Medical/Dental follow up
 - Child Goals identified
 - Family Goal identified (See Family Partnership Agreement policy)
 - ❖ The contact is documented on the Developmental Conference form in the data tracking system.
 3. The **Mid Year Home Visit** is conducted by the Lead Educator in the family's home. This specialized contact may include:
 - Available COR data
 - Child Goal(s) Update
 - Referral and recommendation follow up
 - Medical/Dental Follow up
 - Discussion on parent and staff questions or concerns
 - Discussion on parent involvement and volunteer opportunities
 - Family Partnership Agreement Update (See Family Partnership Agreement policy)
 - ❖ The contact is documented on the Mid-Year Home Visit form in the data tracking system
 4. The **End of Year Transition Conference** may be conducted on site by the center Lead Educator in a group or individually. If a group conference is held, individual conferences will be offered by parent or staff request. Home visiting Lead Educators may conduct conferences in the home as part of the scheduled visit. This specialized contact may include:
 - Available COR data
 - Discussion on parent and staff questions or concerns
 - Child Goal(s) Update
 - Medical/Dental Follow up
 - Family Partnership Agreement Update and Finalization (See Family Partnership Agreement policy)
 - Discussion on transition
 - Obtain parent permission to release records for kindergarten transition, if applicable
 - ❖ The contact is documented on the Year End Transition Conference form in the data tracking system.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.20, 1304.21, 1304.24, 1304.40, 1304.51, 1308.6

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