MECK Pre-K Home Visit Procedure

The aim of the home visits is to build positive relationships with both the students and their families before they enter the MECK Pre-K Program.

Note to Teacher and Assistant:
First impressions matter! As you visit with families it is both required and expected that you display professionalism in attire, conduct and conversation.

PROCEDURE

Before the Home Visit:

Call and schedule the appointment with the parent/guardian as soon as possible. Inform families that the the visit will be about 20 minutes. (Add 10 extra minutes to visits in case of delays.) As you plot routes for your visits plan for traffic and distance between locations so you can arrive to the homes on time. Schedule enough time for the visit as well as travel time to your next visit. Have materials prepared and organized prior to leaving your site. Leave your contact information as well as your visit information at your site as a safety precaution. Always go on visits as a team!

During the Home Visit: Introduce yourself and your assistant. Conduct the visit in a friendly but professional manner using the *Home Visit Record* as a guide. Answer any questions or write them down if you don't know the answer. Follow up.

Lead Teacher:

- Ask the parent(s)/guardian to tell you about their child.
- Inform the parent that the purpose of the home visit is to get to know the child and family and for the family to get to know the teachers. *Families will receive specific program information at the Parent Orientation.*
- Ask the family member to initial and sign the information at the bottom of the *Home Visit Guideline*.
- Take a picture of the child and a picture of the family to post in the classroom. (Explain the purpose of the pictures to the family.)
- Answer any additional questions. Leave the home visit packet containing parent dates for orientation and staggered entry, school information etc.

Teacher Assistant:

- Ask for a quiet space where you can interact with the child.
- Bring a bag with a simple puzzle; a book about; a small variety of crayons; paper for you and the child to each draw a picture and then trade (*Have the child's drawing on display on their first day*); and a notepad for the Assistant to make any observation notes.
- This is a great opportunity to observe and note early skills—language, counting, fine motor, colors, shape recognition, etc.

Be aware of the time making sure to visit no more than 30 minutes. Thank the family for allowing you to visit them in their home.

After the Home Visit: Send a thank you note or email to the family thanking them for welcoming you into their home and allowing you the opportunity to teach their child. Provide parents a reminder of the parent orientation date and time.