

Guidelines for Home Visits

Duties and Responsibilities of Home Visitor

- Schedule appointments at a time convenient for the family
- Be on time
 - Be clean and neat but do not overdress
 - When you knock on the door, step back and face to the side. Do not look in the door nor turn your back.
- Share information on child development
 - Choose what you share to match the family education and readiness level
 - Be sure the information is relevant to what is happening in the classroom
- Be prepared
 - Have a plan/agenda for the visit, even if you have to change plans when you get to the home. Tell the parent you have made some notes because you know their time is valuable but you want to be sure it includes what they want to talk about.
- Include the family as a decision making partner
 - Ask information from family about the student
 - Ask the parent what they want the child to learn that would help the parent at home
 - Use this information to gather resources and make lesson plans
 - Ask if the child is enjoying coming to school. Do not be defensive if the answer is negative. If no, does the parent know why not? Try to think how to use information to make a positive impact on the child.
 - Share an enjoyable activity the parent can easily do with the child. If it requires any materials other than what is available in the home, have the materials with you to leave with the parent. If the materials need to be returned, ask the parent to send them to school the next week and let you know how the activity worked.

Duties and Responsibilities of Family

- Be at home for the visit or notify the teacher to reschedule
- Share information about my child with the teacher
- Be a decision making partner in educational or therapy plans for my child
 - Tell the teacher what you need for your child to learn to make home life easier.
 - Examples could be buttoning, potty training, telling you how they feel or what they want
- Ask questions if I do not understand the purpose of an activity
 - If you agree to try an activity with your child, be sure to do so at least once before you send any materials back to school