

North Iowa Community Action Organization
Head Start/Preschool Teacher Orientation Home Visit

All the new children were sent an acceptance letter at the time of acceptance. In June, they were mailed a physical and dental form and asked to return them as soon as appointments were complete; they were to notify us when the appointments were scheduled. In July, all families were mailed a welcome back to school letter along with a school calendar.

All forms collected to date are scanned and attached in Child Plus, these include: application, birth certificate, immunization card, authorization for exchange of information/parent permission, release of health information, release of dental information, health history, nutrition assessment, and home language form.

Now it is time for your home visit, please review the following:

Prior to visit:

- Look in Child Plus to review the child's information and make notes on your Home Visit Orientation form:
 - Review the Family Members under the application tab to familiarize yourself with who you will meet
 - Review Family Service notes to see if any follow up is needed
 - Review Eligibility notes under the enrollment tab to see if any follow up is needed
 - Birth Certificate (if this is missing, you can ask if they have it. If not, then family worker will work with family to obtain it during the school year so they have it for kindergarten)
 - Health history/Health Information tab (review to see if you have any questions, make note of any allergies or other health needs that you want to discuss with family.) If child has a food allergy, we must have a diet modification form on file. If child has any allergy, make sure the allergy plan tab in Child Plus is completed.
 - Review the immunization tab to see if there are any special notes regarding this child (provisional card, shots needed, exemptions, etc.)
 - Review the Health events tab to see if they have a dental and physical done or scheduled.
- Gather the forms that are needed to complete the home visit:
 - Orientation Home Visit Checklist
 - Family Curriculum Input form
 - CACFP childcare enrollment form
 - Fluoride Varnish consent form
 - Iowa Kids Sight consent form
 - Transportation acknowledgement and release agreement (only for students not riding a Head Start bus)
 - For new students only: ASQ SE and ASQ 3 labeled with child's name
 - For returning students: Returning Student Survey
 - Emergency Contact Report (Report #1520) to update as needed
- Call to confirm visit date/time and address

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After your visit:

- Put completed forms into the appropriate folders and return them to the Head Start office (CACFP enrollment form, Family Curriculum Input, Transportation Acknowledgement and Release form, and Orientation Home Visit checklist)
- Scan and attach returning student survey in Child Plus (for repeats only)
- Follow directions for entering/scanning any other forms (physicals/dentals, etc)
- File fluoride treatment forms in folder to give to Peggy or Karen when they come to do screenings
- File Iowa Kid Sight consent forms in folder to give to screener when they come to classroom to do vision screens.
- Enter information in child plus: Updated child/family information, visit information (under education and family services – blurb: HV1 along with specific information related to this visit),
- Upload child's photo and photos of parent/s to Child Plus
- ASQ3's and ASQ SE's:
 - When completed enter score and results in Child Plus under education events (follow directions in CP book).
 - Place into designated folder and turn in to office to be scanned (once all students are complete within first 45 days of school)
 - Area managers will upload each child's ASQ 3 to teaching strategies GOLD and then teacher will enter level.

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At your visit:

- Introductions
- Confirm the spelling of child's name and their birth date
- Review information on emergency contact report: emergency contacts, doctor and dentist
 - Note we must have at least two emergency contacts
 - If they do not currently have a dentist listed, they must designate an emergency dentist at this visit – required by licensing
- Email address _____
- If this is a returning child, complete the returning child survey
- Review health information
 - Is the child's physical exam done? If not, when it is scheduled? _____
 - Is the child's dental exam done? If not, when it is scheduled? _____
 - Allergies
 - If the child has a food allergy, we must have a Diet Modification Form completed by doctor prior to starting school.
 - If the child has Anaphylactic reactions, the Food Allergy and Anaphylaxis Care Plan must be completed by a doctor. Form and medications must be turned in prior to the child starting school.
 - If the child has any allergy, the allergy plan tab in Child Plus must be completed
 - Health concerns
 - Asthma (if child has asthma, we must have an asthma action plan on file and any medications needed)
 - Seizures (if child has seizures, we must have seizure action plan on file. This does not include febrile seizures)
 - Medications – complete medication form if medications are being administered at school
- Review the parent handbook:
 - Attendance
 - Sick child policies
 - Transportation policy, if applicable
 - Weather policy
 - Volunteer policy
 - Holiday/food policy
 - Head Start philosophy
- Discuss center specific information: Hours, drop off information, sign in procedures, parking tips, building rules, what is the best time to call, etc.
- Share curriculum
 - Review Creative Curriculum for Preschool pamphlet
 - Review typical daily schedule
 - Family curriculum input sheet completed with family
 - Share GOLD objectives – how information is gathered and finalization periods
 - Review NICAO school readiness plan

- Review the Preschool Screenings/Assessments handout - this form was mailed with July back to school letters
- If this is a new student, complete the ASQ SE and questionnaire section of ASQ 3 with parents**
- Complete the CACFP enrollment form
- Complete the I Smiles fluoride treatment/dental screening permission form (make sure parents sign on both lines)
- Complete the Iowa Kid Sight consent form for vision screening
- Take a picture of the child for the classroom and Child Plus
- Take a picture of the parent for emergency contact information in Child Plus
- Introduce See Saw and give parent the QR code to sign up
- Review PBIS pamphlet
- Review Parent and Family Engagement handout and leave a copy with the parents
 - Remind families that their family worker will be contacting them to set up a home visit (Head Start families only)
- Review Policy Council information
- Review the Transportation Release form and have parents sign (only children that do not utilize Head Start transportation)

Parent Signature: _____ Date: _____

Staff Signature: _____

Copies of handbook and all forms, brochures etc are available online at nicao-online.org for families. Copies are available upon request if they do not have access to internet.

North Iowa Community Action Organization
Head Start/Preschool Teacher November Conference Checklist

This form is for your guidance only. Do not print this form. Parents will sign Family Conference form only.

Prior to visit:

- Check to see if all exams are current (physical/dental)
- Print family conference forms from Creative Curriculum GOLD
- Print screening report from Child Plus (#3015) or have Child Plus open to view
- Review health and family notes and child's attendance in child plus
- Run a current Emergency Contact Report (#1520) or have Child Plus open to view

At your visit:

- Review and update information on the emergency contact report
- Share health/developmental screening results
 - Vision
 - Hearing
 - Speech/Language
 - Social/Emotional
 - ASQ
 - Heights/weights/BMI
- Assessment/curriculum
 - Use laptop to pull up individual child report in GOLD and share with parents
 - Review portfolio
 - Share family conference form
 - Discuss NICA's School Readiness Goals
 - Set individual child goals
 - Provide activities for home (required)
 - BLUE activity participation
- Share upcoming classroom events
- Review weather policy, holiday policy, child exclusion policy
- Review child's attendance
- Remind parents of any expiring exams and note any scheduled appointments

After your visit:

- Update any information in child plus
- Enter visit information in child plus (under education and family services – blurb: Conf1 along with specific information regarding this visit)
- Enter individual goals into Creative Curriculum GOLD (from family conference form) and print copies for parent.
- Send signed Family Conference Forms in to Head Start office to be scanned in child plus.

North Iowa Community Action Organization
Head Start/Preschool Teacher February Home Visit Checklist

This form is for your guidance only. Do not print this form. Parents will sign Family Conference form only.

Prior to visit:

- Check to see if all exams are current (physical/dental)
- Print family conference forms from Creative Curriculum GOLD
- Print screening report from Child Plus (# 3015)
 - Review any new screenings/rescreens
 - Review January height and weight/BMI
- Review health and family notes and child's attendance in child plus
- Run current Emergency Contact Report (#1520)

At your visit:

- Review and update information on the emergency contact report
- Review and discuss child's attendance
- Discuss health/developmental screening updates/changes
 - Review January Heights/weights/BMI
- Assessment/curriculum
 - Review portfolio
 - Share family conference form
 - Review progress on goals
 - Review NICAO's School Readiness Goals
 - Review and update individual child goals. Set new ones, if needed.
 - Provide activities for home (required)
 - BLUE activity participation
- Share upcoming classroom events
- Discuss kindergarten round up and/or return to Head Start

After your visit:

- Update any information in child plus
- Enter visit information in child plus (under education and family services – blurb: HV2 along with specific information regarding this visit)
- Enter individual goals into Creative Curriculum GOLD (from family conference form) and print copies for parent.
- Send signed Family Conference Forms in to Head Start office to be scanned in child plus.

North Iowa Community Action Organization
Head Start/Preschool Teacher May Conference Checklist

This form is for your guidance only. Do not print this form. Parents will sign Family Conference form only.

Prior to visit:

- Check to see if all exams are current (physical/dental)
- Print family conference forms from Creative Curriculum GOLD
- Review health and family notes in child plus
- Run current Emergency Contact Record (#1520)
- Decide if you will have parents complete the Parent Surveys before or after your conference. Set up a computer station and provide directions to access survey monkey

At your visit:

- Review and update information on the emergency contact report
- Discuss health/developmental screening updates/changes
 - Review April Heights/weights/BMI
- Assessment/curriculum
 - Use laptop to pull up individual child report in GOLD and share with parents
 - Review portfolio and send home with family
 - Share family conference form
 - Review progress on goals
 - Review NICAO's School Readiness Goals
 - Provide activities for home (required)
- Share upcoming classroom events
- Confirm child's placement for fall (kindergarten/Head Start)
- Share transition activities with parents
- If repeat child, review dental and physical expiration dates. Remind them that child can not start if they are expired. (no 30 day grace period for repeats).

After your visit:

- Update any information in child plus
- Enter visit information in child plus (under education and family services – blurb: Conf2 along with specific information related to this visit)
- Enter updates to goals in CC Gold
- Send signed Family Conference Forms into Head Start office to be scanned in child plus under education