

Home Based Visitor Timelines

August

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_

Date Submitted \_\_\_\_\_ Home Visitor's Signature \_\_\_\_\_

Date Returned \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

45 Day Date: \_\_\_\_\_

90 Day Date \_\_\_\_\_

Tasks for August:

Education Tasks:

\_\_\_ Before the initial Home Visit, **review each child's file and initial/date the recruitment** notes in Child Plus

\_\_\_ Share information/IFSP goals with relevant staff, **noting child's strengths and concerns**

\_\_\_ Plan and complete the Welcome to Head Start Open House, coordinating with your Education Manager or your home classroom center team. Include:

1. *Review the Parent Calendar*
2. *Explain the Child Abuse and Neglect Policy and procedure*
3. *Discuss the Parent Center Meeting format*
4. *Review Holidays and Celebration, Siblings in the Classroom, Pets in the Classroom, Confidentiality and Exclusion Policies*
5. *Discuss Home visit and Socialization Attendance Policies and procedures*
6. *Provide an orientation to parents on the education, social service, mental health/nutrition objectives*
7. *Orient parents to referral policies and procedures*

Team/Center Responsibilities:

\_\_\_ Attend center staff meeting

\_\_\_ **Provide input into Center's Emergency Preparedness plans**

\_\_\_ Ensure that other team members are aware of where emergency contacts and protocols are kept for the Home-Based children enrolled

Meal Service and Health- (your children will be participating in mealtime during socializations)

\_\_\_ **Notify Health/Nutrition Director of children's food allergies or medical protocols**

Review existing protocols with relevant staff, **file the original in child's file and the copy in classroom binder**

**Ensure children's food substitution forms are current** and in their files, and review with the cook and other relevant staff

Ensure confidentiality policy is followed at all times

*Mental Health:*

Review PBIS/Conscious Discipline with relevant staff and determine how those will be discussed with parents on home visits and how staff will reinforce at socializations

Discuss any behavioral concerns with relevant staff and make a plan according to PBS/Conscious Discipline guidelines

### END OF THE MONTH

Submit electronically:

Completed online End of Month **for to "month End"/ cc'd to Education Mgr.**

Enter/update current home visit dates, screening and assessment info and Class List updates to Child Plus

Submit to Education Manager:

**Completed copy of current month's Timeline**

Submit to Oversight Director

Volunteer inkind form

Submit to HR Assistant on the 1<sup>st</sup>

Copies of training certificates and/or ECE coursework (if the agency paid tuition, you must submit grades)

Updates to Staff Development record

Home Based Visitor Timelines

September

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

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45 Day Date: \_\_\_\_\_ 90 Day Date \_\_\_\_\_

September Tasks:

- \_\_\_ Completed all items on Monthly Task list
- \_\_\_ Meet with Ed Manager to review Professional Success Plan and update
- \_\_\_ Review new policies and procedures and new training information
- \_\_\_ Begin weekly Home Visits to include all components
- \_\_\_ Introduce the Family Partnership process

END OF THE MONTH

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Submit to Education Manager:

- \_\_\_ Completed copy of current month's Timeline

Submit to Oversight Director

- \_\_\_ Volunteer inkind form

Submit to Data Entry:

- \_\_\_ Attendance Sheet from Socializations

Submit to HR Assistant on thCopies of training certificates and/or ECE coursework (if the agency paid tuition, you must submit grades)

- \_\_\_ Updates to Staff Development record

Home Based Visitor Timelines

October

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45 Day Date: \_\_\_\_\_ 90 Day Date \_\_\_\_\_

October Tasks:

- \_\_\_ Completed all items on Monthly Task list
- \_\_\_ Complete 1<sup>st</sup> Checkpoint for all children in TS Gold by October 19
- \_\_\_ Continue Family Partnership process of writing Family Story and development of Family goals in order to meet 90 day deadline
- \_\_\_ Prepare for Parent Staff Conferences to be conducted during November home visits.

**END OF THE MONTH**

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- \_\_\_ volunteer inkind form

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Home Based Visitor Timelines

November

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45 Day Date: \_\_\_\_\_ 90 Day Date \_\_\_\_\_

November Tasks:

- Completed all items on Monthly Task list
- Complete Transition Survey for each child (share at Parent Conference)
- Complete Parent Conference with each family on home visit in November

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Submit to Education Manager:

- Completed copy of **current month's** Timeline

Submit to Oversight Director

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Submit to Data Entry:

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Home Based Visitor Timelines

December

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90 Day Date \_\_\_\_\_

December Tasks:

- Completed all items on Monthly Task list
- Ensure that Family Partnership process is completed with all families before the 90 day deadline

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## Home Based Visitor Timelines

### January

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

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#### January Tasks:

- \_\_\_ Completed all items on Monthly Task list
- \_\_\_ Complete TS Gold Checkpoints for each child by January 31
- \_\_\_ Update Transition Surveys for each child
- \_\_\_ Prepare for upcoming Parent Conferences with each family

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##### Submit to Data Entry:

- \_\_\_ Attendance Sheet from Socializations

##### Submit to HR Assistant on the 1<sup>st</sup>

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- \_\_\_ Updates to Staff Development record

## Home Based Visitor Timelines

### February

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#### February Tasks:

- \_\_\_ Completed all items on Monthly Task list
- \_\_\_ Complete Parent Conferences as part of a Home Visit with each family. Complete and share a Kindergarten Survey on 4 year old children. (HS Home based only)
- \_\_\_ Share Transition Survey update with families

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##### Submit to Education Manager:

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##### Submit to Oversight Director

- \_\_\_ Volunteer inkind form

##### Submit to Data Entry:

- \_\_\_ Attendance Sheet from Socializations

##### Submit to HR Assistant on the 1<sup>st</sup>

- \_\_\_ Copies of training certificates and/or ECE coursework (if the agency paid tuition, you must submit grades)
- \_\_\_ Updates to Staff Development record



Home Based Visitor Timelines

March

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

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March tasks:

- \_\_\_ Completed all items on Monthly Task list
- \_\_\_ Share information with parents for National Poison Awareness and National Drug Awareness Month
- \_\_\_ Begin to gather PIR information on returning children

END OF THE MONTH

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Submit to Education Manager:

- \_\_\_ **Completed copy of current month's** Timeline

Submit to Oversight Director

- \_\_\_ Volunteer inkind form

Submit to Data Entry:

- \_\_\_ Attendance Sheet from Socializations

Submit to HR Assistant on the 1<sup>st</sup>

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- \_\_\_ Updates to Staff Development record

## Home Based Visitor Timelines

### April

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

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#### April tasks:

- \_\_\_ Completed all items on Monthly Task list
- \_\_\_ Complete PIR information for returning children
- \_\_\_ Complete TS Gold Checkpoints for each child by April 30
- \_\_\_ Take a Class Picture at Socialization and submit to IT
- \_\_\_ Update Kindergarten Assessment (4 year olds in HS Home Based only)

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##### Submit to Education Manager:

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##### Submit to Oversight Director

- \_\_\_ Volunteer Inkind form

##### Submit to Data Entry:

- \_\_\_ Attendance Sheet from Socializations

##### Submit to HR Assistant on the 1<sup>st</sup>

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## Home Based Visitor Timelines

### May

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#### May tasks:

\_\_\_ Completed all items on Monthly Task list

\_\_\_ Meet with Ed Manager to complete yearly evaluation and write Professional success plan for upcoming year

\_\_\_ Break down files on non-returning children (those that will be age eligible for preschool):

- Remove and paper clip each section
- Place contents in a manila folder
- Rubber band the folder to make sure all forms stay intact
- Tape spine label to front of manila folder
- Alphabetize the folders and file in an archive box
- Label the box with the classroom name and year

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Submit to Education Manager:

\_\_\_ **Completed copy of current month's Timeline**

Submit to Oversight Director

\_\_\_ Inkind for volunteers form

Submit to Data Entry:

\_\_\_ Attendance Sheet from Socializations

Submit to HR Assistant on the 1<sup>st</sup>

\_\_\_ Copies of training certificates and/or ECE coursework (if the agency paid tuition, you must submit grades) and updates to Staff Development Record

## Home Based Visitor Timelines

### June

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_

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Date Returned \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

#### June Tasks:

- Completed all items on Monthly Task list
- Complete TS Gold checkpoints for all children

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- Volunteer Inkind form

##### Submit to Data Entry:

- Attendance Sheet from Socializations

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Home Based Visitor Timelines

July

Complete the timeline, indicating with a checkmark all items completed during the month. If the task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_

Date Submitted \_\_\_\_\_ Home Visitor's Signature \_\_\_\_\_

Date Returned \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

July tasks:

\_\_\_ Completed all items on Monthly Task list

END OF THE MONTH

Submit electronically:

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Submit to Education Manager:

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Submit to Oversight Director

\_\_\_ Volunteer Inkind form

Submit to Data Entry:

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\_\_\_ Updates to Staff Development record

## MONTHLY TASKS:

### Enrollment:

\_\_\_ Ensure that any changes to address, phone number or emergency contacts is updated to file and recorded in Child Plus if applicable

### Education:

\_\_\_ Complete weekly comprehensive Home Visits with each family

\_\_\_ Determine monthly goals for children and document **on each child's individual goal form**

\_\_\_ Record weekly narrative and observations **on each child's progress** in TS Gold

\_\_\_ Solicit parent input for Socialization and Home Visit activities and document to Socialization plan or Home Visit form

\_\_\_ Plan and facilitate two Socialization experiences for families and children 2x monthly at your center

\_\_\_ Record **child's** monthly Attendance at Socializations on Attendance form

- Enter # of Socializations attended and percentage in their files
- complete an Attendance Plan for children who have missed 2 Socializations
- **Enter # of Home visits completed in children's files** and complete an Attendance Plan for those who have missed two/ notify Ed Manager of concerns

\_\_\_ Implement monthly lessons on Pedestrian Safety

### Social Services:

\_\_\_ **Follow up on family's progress on goals/** identify barriers and possible resources

\_\_\_ Address emergent concerns and issues with families, and formulate goals as needed

### Health:

\_\_\_ Ensure completion of well child, dental, nutrition assessment and follow up

\_\_\_ Review and insure immunizations are up to date

### Operations:

\_\_\_ Ensure Breakfast, Lunch or Snack menus are posted for the **current month's Socialization**

