



COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY

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EFFECTIVE: 07-01-10  
Updated

SUBJECT: HOME VISITS - GENERAL

APPROVED: 07-01-10  
BY: Ron Griffin, Director

**PURPOSE:**

Preschool Services Department staff will engage each parent in a professional manner to establish valuable and respectful relationships with parents, and to enhance learning opportunities in the home environment.

**POLICY:**

Teaching staff will make no less than two home visits per program year to each enrolled child's home for Head Start and Early Head Start center-based programs. Generalists will join the home visits with teaching staff as appropriate. Teaching staff and Generalists will schedule home visits at times that are mutually convenient for the parents or primary caregivers.

Preschool Services Department does not require that parents permit home visits as a condition of the child's participation in Early Head Start or Head Start center-based program options. The home visit may be scheduled outside the home in a place that afford privacy at the request of the parent or in cases where a visit to the home presents significant safety hazards to staff.

Home visits in home-based program options must be conducted in the family's home or a safe place agreed upon by the parent and home base teacher. (See 45 CFR 1306.33 regarding the home-based program option.)

**REFERENCE:**

Head Start Performance Standards (1304.40)(i)(1-4)

**PROCEDURE:**

1. Appropriate staff members will make every effort to schedule and conduct a home visit in the home with a parent or legal guardian before an outside home visit is scheduled. **Home visits are done outside of the home when there are exceptional circumstances such as safety hazards, parent request, etc.**
2. Documentation of all efforts must be written on the Service Activity Documentation (SAD) sheet and Family Case Notes in the COPA database, indicating time, date, and purpose of outside visit.

3. Ongoing training and support will be provided to staff in conducting safe home visits.
4. All staff must follow basic safety guidelines. (See Safety guidelines Booklet)