Department: Education	Approval Date: 3/14/2022	Policy Number: 4060
Regulation Number: 1302.34(b)(3) 1302.34(b)(7)	Regulation Topic: Education and Child Development	Policy Title: Parent Conference and Home Visits

Policy:

MARC Head Start center-based direct service providers will develop policies and procedures which will include timelines and content for conferences and visits, describing how teachers will:

- Hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program.
- Conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development. Such visits may take place at a program site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff.

Center-based direct service providers will develop forms for documenting parent conferences and home visits. The forms will include summaries of children's progress, goals set in partnership with parents, ideas for activities in the home, signatures, and dates.

Parent conference and home visit dates will be documented in ChildPlus following the *MARC Guidelines for Entering Parent Conferences/Home Visits in ChildPlus* (Form 4060a).

Adherence to the above regulations and this policy is subject to random monitoring by MARC Head Start staff.

Effective Date: July 1, 2022