

Home Visit Checklist | For staff



What to take with you

- ✓ Clear directions! And the address... make sure you have the phone number of the parent
- ✓ A book, small game or toy from the gan (age appropriate)
- ✓ How to care for me sheets
- ✓ The completed form through Survey Monkey

While you are there

- ✓ Introduce yourself and your role at the nursery
- ✓ Tell the family a bit about your experience working with children
- ✓ Talk about the childcare team at your unit
- ✓ Explain the purpose of the home visit as a key element in building effective partnerships
- ✓ Explain it is important that we understand what the parent wants from us, in terms of routine
- ✓ Find out about sleeping, eating, habits, use of comforters, triggers, allergies, things the child enjoys/doesn't enjoy
- ✓ Get a photo of the child or ask them to send one to the administrator
- ✓ Collect Cheques for the year
- ✓ Ask the parent to order stickers (tag4u.co.il) – everything they bring to gan (bottles etc) MUST be stickered with their name. Sheets, and clothes – write with pen
- ✓ Go through list of everything that is needed to be brought on the first day..(clothes, nappies, wipes, sheets, milk).. REMIND parents that there is limited space in the box – so bring things in LITTLE and OFTEN
- ✓ Play a game with the child they will remember and you can repeat at settling (EG - round-around-the garden, peek-a-boo)
- ✓ How to say goodbye (the rules!) - say goodbye and go... don't wait for a response from the child
- ✓ How to behave in the gan (you are in the children's space, let the child explore, stand back)
- ✓ Plan for settling in; dates, times and length of stays
- ✓ Reminder about collection (always come by 4:20)
- ✓ Give the parent time to ask questions and talk about what's important to them

Reminders:

- ✓ Have you collected the cheques?
- ✓ Have you completed the 'How to Care for me Sheet'?

NOW..

- ✓ Send a message to the Rainbow group to say that you have carried out the home visit, how it went, when the child is starting and anything key about the family or child
- ✓ File the How to Care for me Sheet
- ✓ Brief the rest of the team on the child's needs
- ✓ Ask the administrator to add the settling in dates to the calendar
- ✓ Put up the photo of the child