



Early Head Start / Head Start
Parent Responsibilities

We are so happy to have you as a part of our program. Participation in the program requires both parents and home visitors to fulfill their responsibilities to each other. Below please find the family requirements and if you have any questions, please discuss this with your home visitor.

- Parent(s) or legal guardian must comply with the policies and procedures in the Parent Handbook.
- Parent(s) or legal guardian must reside in one of the following service areas: Evanston, Skokie, Lincolnwood, Morton Grove, Northbrook, Northfield, Wilmette or Winnetka.
- Parent(s) or legal guardian will actively participate in the Family Partnership Agreements process.
- Parent(s) or legal guardian will partner with CNE & program staff to support the child’s development and school readiness goals.
- Parent(s) or legal guardian must abide by the Attendance Policy in the Parent Handbook.
- Parent(s) or legal guardian must be responsive and maintain contact with all CNE staff and all child care program staff as necessary.
- Parent(s) or legal guardian must provide CNE with the most recent documentation of the child’s physical and dental exam (starting at age 1) before the first home visit can occur.
- Updated medical and dental records must be submitted on an ongoing basis as well baby/child appointments occur.
- I will notify the program of any changes in address or telephone number.
- I understand that the following events will end my enrollment in the Home Visiting Program of Childcare Network of Evanston Early Head Start/Head Start:
 - ❑ Choosing to leave the program
 - ❑ Having my enrolled child transition into CNE EHS/HS Center-based option.
- When one of the above situations occurs your Home Visitor will schedule a final visit with you and your family to share feedback and complete any final screenings and evaluations.
- I understand that if I am unavailable for visits three weeks in a row and my Home Visitor is unable to reach me by phone:
 - ❑ My Home Visitor will conduct outreach to re-engage me through phone calls, stopping by my home, email (if available) and letters.
 - ❑ If I am unresponsive to these outreach efforts I will be notified in writing of the date I will become inactive in the program and placed back on the waiting list.

Home Visiting Parents or legal guardians must be available to participate with your child in the home visit.

- Parents or legal guardians will actively participate with your child in the child development & school readiness activities with your home visitor.
- Parents or legal guardians must notify the home visitor by telephone or email to cancel a home visit or report an illness.
- Early Head Start & Head Start must have 46 weekly home visits per year.
- In person visits must be at least 90 minutes.

Printed Name: _____

Signature: _____

Date: _____