

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 & child care 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 within 90 days of the first day of enrollment.
- Updated medical 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.
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In-Person Home Visiting & Virtual Home Visiting (Due to COVID, most visits are occurring virtually)

- 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.
- For an in person socially distant visit, guidelines that must be followed will be reviewed with you by your Home Visitor and both parties must agree.

In-Person Home Visiting ONLY

- In person visits must be at least 90 minutes.

Virtual Home Visiting ONLY



- Parents or legal guardians will actively participate with your child in the virtual home visit by text messaging, phone calls, video visits (zoom, facetime, skype or other digital platform).
- Parents or legal guardians must be able to share videos and photos of their children and themselves with Home Visitors. These need to show parent-child interactions and participation in EHS/HS activities sent by their Home Visitor. These photos and videos will be kept confidential between you, your Home Visitor, Director of Programs/Head Start and Education Manager.
- Parents may be asked to share their child's reaction to activities, as well as observation of their child's behavior.
- Virtual visits must be at least 30 – 45 minutes.

Printed Name: _____

Signature: _____

Date: _____