



Follow-up Home Visit Sheet

Create a “Follow-up Home Visit Sheet” for your own program with the following sections. Take the sheet with you when you visit the family at their home. During the visit as you discuss the transition plan, make notes on the next steps that you have agreed upon at the bottom. Then leave the sheet with the family.

Welcome to *insert your program name*

Meet your teachers

Include photos and any other information you wish to share about the teachers. For example:



Miss Diane

Diane has been working in this program for 3 years, co-teaching with Melissa. She has a Masters degree in Social Work with an emphasis in Early Childhood Education. Diane has been working with young children for over 15 years.



Miss Melissa

Melissa has been working in the program for 6 years and has earned an early childhood credential. She loves to design beautiful cards for co-workers' birthdays and enjoys visiting her family in Atlanta, GA.

Contact us

Provide the program phone number, address, email addresses, etc.

Handout 2.5

What our Day Looks Like

Share the general program daily schedule. For example:

7:30 – 9:00 Arrival & Free choice play

9:00 – 9:30 Breakfast

9:30 – 10:00 Circle time

10:00 – 11:00 Small group activities

11:00 – 12:00 Outside play time

12:00 – 1:00 Lunch

Next Steps for *child's name*

To be completed during home visit.

Make notes here about next steps that you and the family have agreed upon to support the child's transition.

For example:

1. I will ask the program's speech therapist to call Mom.
2. I will create a cozy nook in the classroom where Nikaia can go to escape the sometimes hectic classroom if she becomes overwhelmed.
3. Mom will bring a few of Nikaia's favorite books and her teddy bear to leave in the classroom.
4. I will share videos and photos of Nikaia with the assistant teacher and other staff members.