

Family Enrollment Visit Record Procedure

Purpose

This document explains the purpose of documenting the family's story during the enrollment visit.

Guidance

Early Learning programs have a responsibility to understand enrolling families in order to get a sense of their family system, strengths, goals, and cultural influences and celebrations. This information allows programs and center staff a better sense of the family being served and provides information on current, ongoing supports for the family.

Procedure

During the enrollment visit, center staff complete the *Family Enrollment Visit Record* with the family. The form is designed for center staff to have a conversation with family members, not to have family members fill out the form themselves. The following steps will guide completion of the form:

1. During enrollment visit, determine which form would best capture the family's story: the Pictorial (Option 1) or Questionnaire (Option 2).
2. Using your chosen form, discuss the various questions or domains (Pictorial) with the family.
3. These forms are meant to be prompts for information. If you have follow-up questions to gather more information, please feel free to ask these in a respectful manner and document accordingly.

Related Forms

Family Enrollment Visit Record (Option 1 or 2)