HEAD START PROCEDURES FOR:
TRANSITIONS FROM EARLY HEAD START
COMPONENT: CENTER FOR YOUNG LEARNERS

1.0   **Scope:** <u>**Head Start Performance Standard 1302.70 Transitions from Early Head Start 1302.61(c)(2)(i)**</u>

2.0   **Responsibility**:

     2.1   Head Start Staff
     2.2   Education/Disabilities Consultant
     2.3   Parents
     2.4   Family Service Workers
     2.5   ECI (Early Childhood Interventions)
     2.6   LEA (Local Education Agency)
     2.7   SSA (Shared Services Arrangement) Staff

3.0   **Resources**:

     3.1   Enrollment information
     3.2   Priority list
     3.3   ECI
     3.4   LEA
     3.5   SSA MOU's
     3.6   ~~myHeadStart~~ GoEngage
     3.7   Contact logs
     3.8   Child's file with Transition interview
     3.9   Development and Learning Report
     3.10   Brigance online Summary Report
     3.11   Parent meeting minutes and sign in sheet

4.0   **Procedures**:

     4.1   The child's Family Service Worker (FSW) will plan and coordinate the transition process which will begin at least six months prior to the child's third birthday.

         4.1.1   The FSW will communicate appropriately with and encourage participation from all collaborating parties, including the family, the receiving placement team, and any other community agency involved in the child's and /or family's life.

             4.1.1.1   Ideally, children will transition to the local Head Start or Pre-K programs.

             4.1.1.2   The child's developmental level, health and disability status, progress, family circumstances, and needs of the child will be considered by the collaborating parties prior to the child's transition to a Head Start or other public pre-kindergarten.

                4.1.1.2.1   Grantee/Delegate will include children on their third birthday in referral procedures

Grantee/Delegate Disabilities/ Education Consultant sends a letter to ECI, SSA Director, by the early spring, encouraging Head Start as a least restrictive environment option for new three-year-olds.

4.2   The Early Head Start teacher will conduct Home Visits and Parent Conferences throughout the year to help parents choose School Readiness Goals to focus on and offer activities and strategies to help children achieve those goals. During times of pandemic, emergencies, or natural disaster, all visits with parents may be conducted via telephone, digital platforms or other agreed upon methods. In these cases, a signature will not be required and will be noted as such on the form.

        4.2.1 The Head Start teacher will provide information about the child's progress during Home Visits, Parent-Teacher conferences throughout the program year using documents such as the Brigance Online Summary Report, Family Conference form and Development and Learning Report.

4.3   The Early Head Start teacher and Family Service Worker will encourage parents of children who will be three before September 1, to fill out the enrollment packet for Head Start.

        4.3.1   The Early Head Start/Head Start staff will make enrollment packets available to Early Head Start families and assist in filling them out.

4.4   The Early Head Start teacher will look at the Parent Transition Interview form and consider what steps to take for each child and what information to share.

4.5   The Early Head Start teacher will schedule the final parent-teacher conference.

        4.5.1 The following items will be prepared by the EHS teacher for the final parent-teacher conference: the Second Required Parent-Teacher at School Conference form; Parent Transition Interview form; Development and Learning Report from GOLD; the *What About Pre-K* flier.

4.6   At the conference, the Early Head Start teacher will complete the forms and discuss the Development and Learning Report and the *What About Pre-K* flier.

        4.6.1 The Early Head Start teacher will use the flier as a starting point to let the family know about specific requirements expected by the school and teachers for Pre-K. There will also be summer learning activities provided to parents to encourage their continued parental involvement.

4.7   Following the Conference, the EHS teacher will make one copy of the completed Second Required Parent-Teacher at School Conference form, one copy of the completed Parent Transition Interview, and two copies of the Development and Learning Report. Place ALL originals in the child's file.

4.7.1 The EHS teacher will put a copy of the Parent Transition Interview and the Development and Learning Report in the transition envelope that will be provided by Region 14/15.

4.7.1.1 The EHS teacher will give the envelope to the parent with instructions to hand it to the next teacher.

4.7.1.2 The EHS teacher will give a copy of the Second Required Parent-Teacher at School Conference form and the Development and Learning Report to the parent for their information.

5.0   **Associated documents**:
5.1   Child's file

6.0   **Record Retention Table**:

Identification	Format	Storage	Retention	Disposition	Protection
Parent Teacher Home Visit and Parent Conference Forms	Print	Child's File at ISD	7 years	Shred	ISD locked unit
~~myHeadStart~~ Web-based data system	Electronic	on-line	continuous	delete	password and backup
File Review Reports	print/ electronic	File Cabinet/ Google Doc	7 years	shred/ delete	shred/ password

7.0   **Monitoring**:
7.1   File review

8.0   **Revision History**:

Date:	Revision#	Description of Revision
5-2017		
5-2018	3.10,	Added Parent meeting minutes and sign in sheet and Brigance online Summary Report
	3.11	Added " using documents such as the Brigance Online

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	4.2.1	Summary Report, Family Conference" Added " Brigance online Summary Report"
	4.0	Changed "Shredded/Deleted to Shred/Delete"
	6.0	
6-2019	3.6, 6.0	Changed "PROMIS" to myHeadStart
	2.2	replaced Disabilities with Education/Disabilities
12/1/2020	4.2	Added "During times of pandemic, emergencies, or natural disaster, all visits with parents may be conducted via telephone, digital platforms or other agreed upon methods. In these cases, a signature will not be required and will be noted as such on the form."
4/29/2022		Reviewed
12/2022	3.0, 3.6	Remove "myHeadStart" replace with "GoEngage"
12/2022	6.0	Remove "myHeadStart" replace with "Web-based data system"