

**HEAD START PROCEDURES FOR:  
TRANSITIONS FROM HEAD START TO KINDERGARTEN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope: Head Start Performance Standard 1302.71 Transitions from Head Start to Kindergarten, 1302.61(c)(2)(ii)**

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 CLI Report
- 3.10 Parent meeting minutes and sign in sheet
- 3.11 Brigance online Summary Report

4.0 **Procedures:**

- 4.1 The Head Start teacher will conduct Home Visits and Parent Conferences throughout the year to set School Readiness Goals and offer and encourage parents' participation and use of activities and strategies to help children achieve those goals, discuss screening and assessment results, share developmental milestones. 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.
  - 4.1.1 Get Ready for Kindergarten Activity Calendar will be given to parents in September.
  - 4.1.2 The Head Start teacher will provide information about the child's progress during Home Visits, Parent-Teacher conferences throughout the program year using, but not limited to, the Family Conference

**HEAD START PROCEDURES FOR:  
TRANSITIONS FROM HEAD START TO KINDERGARTEN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

forms, CLI Report, Brigance, and DECA .

- 4.1.3 Parents will be encouraged to participate in all school activities and establish a habit of attendance at parent conferences and meetings.
  - 4.1.3.1 Parents will be given strategies and activities that will help them advocate, promote and keep them involved in the education and development of their child.
- 4.2 The Head Start classrooms are located on the ISD campuses and are a part of the school environment. Head Start teachers will communicate with elementary staff via email and/or at regular staff meetings on their campuses to ensure shared goals and objectives and smooth transition from Head Start to Kindergarten. Head Start teachers use state approved curriculum which is aligned to the ELOF, Texas Pre-K Guidelines and state approved kindergarten curriculum.
- 4.3 Head Start teachers will begin preparing students for Kindergarten as soon as school begins by teaching procedures and expectations in the classroom and throughout the school.
- 4.4 The Head Start teacher will schedule the final parent-teacher conference.
  - 4.4.1 The following items will be prepared by the Head Start teacher for the final parent-teacher conference: the Second Required Parent-Teacher at School Conference form; Parent Transition Interview form; CLI Report; the *What About Kindergarten* flier.
- 4.5 At the conference, the Head Start teacher will complete the forms and discuss the CLI report and the What About Kindergarten flier.
  - 4.5.1 The 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 Kindergarten.
    - 4.5.1.1 Parents will be provided with information about Meet the Teacher and Kindergarten Roundup as well as documentation they will need to complete the enrollment process.
  - 4.5.2 The Head Start teacher and/or Family Service Worker will help parents obtain a list of school supplies and offer ideas for acquiring them.
  - 4.5.3 The parents will be informed about different options for language instruction programs in the elementary school

**HEAD START PROCEDURES FOR:  
TRANSITIONS FROM HEAD START TO KINDERGARTEN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

setting.

4.5.4. Services and supports available for children with disabilities will be shared with families. Assistance to meet the needs of those students will be provided and discussed in the Transition Interview. See

1302.61(c)(2)(ii)

4.5.4.1 Transition procedures set forth in the IEP for transitioning from Head Start into Kindergarten will be followed. Children will be continuing services with the same SSA/LEA they have had since age three.

4.5.5 The Head Start teacher will provide parents with assessment reports to share with school personnel.

4.6 Following the Conference, the Head Start 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 CLI Report. Place ALL originals in the child's file.

4.6.1 The Head Start teacher will put a copy of the Parent Transition Interview and the CLI Report in the transition envelope that will be provided by Region 14/15.

4.6.1.1 The Head Start teacher will give the envelope to the parent with instructions to hand it to the Kindergarten teacher.

4.6.1.2 The Head Start teacher will give a copy of the Second Required Parent-Teacher at School Conference form and the CLI Report to the parent for their information.

4.6.1.3 If required, the Head Start teacher will make another copy of the CLI Report to place in the child's permanent folder.

**5.0 Associated documents:**

5.1 Child's file

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Parent Teacher	Print	Child's File	7 years	Shred	ISD locked

**HEAD START PROCEDURES FOR:  
TRANSITIONS FROM HEAD START TO KINDERGARTEN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

Home Visit and Parent Conference Forms		at ISD			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	locked/ password

**7.0 Monitoring:**

7.1 File review

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-2017		
5-2018	3.11 4.5.4  3.9 4.4.1 4.6 4.6.1 4.6.1.2 4.2 6.0	Added Brigance online Summary Report Added “See 1302.61(c)(2)(ii) “ Deleted “Developmental and Learning” and Added “CLI Engage”  Added “ELOF” Changed “Shredded/Delete to Shred/Delete
6-2019	3.6, 6.0  2.2	Changed PROMIS to Myheadstart replaced Disabilities with Education/Disabilities
12/1/2020	4.1	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.”

Revised 12/2022

1302.71, 1302.61(c)(2)(ii)

**HEAD START PROCEDURES FOR:  
TRANSITIONS FROM HEAD START TO KINDERGARTEN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

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”