



# 1304.21 Transition Plan

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Education Coordinator

## Transition Plan

Goal: To meet the objectives of the Head Start Performance Standards with regards to transition

STANDARD	GOAL	OBJECTIVES	SPECIFIC TASKS/ACTIVITIES	PERSON RESPONSIBLE	TARGET DATE
1304.41 (c) (1)	To provide smooth transition opportunities.	(c) Transition services. (1)Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These Procedures must include:	1. Share transition plan with local school districts and childcare centers to make them aware of the Head Start Programs transition goals. 2. Send current enrollment lists to elementary campuses.	Education Coordinator, and Family Services Coordinator	August 2015
1304.41 (c) (1)		(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children’s relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start:	3. Student records are continuously updated in Skyward student record-keeping system and transferred to the receiving campus. 4. Cumulative student folders are forwarded to receiving in-district kindergarten staff. 5. Copies of student records are sent to out-of-district kindergarten campus with a parental signed release of records.	Attendance Clerk  Education Coordinator, Family Services Coordinator, Health Services Coordinator, Mental Health/Disabilities Coordinator, Attendance Clerk, and Records Clerk	May 2016  May 2016

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		(ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;	<ol style="list-style-type: none"> <li>6. Head Start Coordinators and teachers will meet with Kindergarten teachers, public school counselors and assistant principal prior to the first day of school to discuss the developmental progress and abilities of individual children.</li> <li>7. Head Start teachers will discuss transition options with parents and how they may best prepare for the transition.</li> </ol>	Head Start Coordinators          Education Coordinator Head Start Teachers	May 2016          October 2015 – May 2016
		(iii) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and	<ol style="list-style-type: none"> <li>1. Head Start teachers will meet with parents to discuss individual student progress and abilities to be shared with K teachers and other appropriate campus staff.</li> <li>2. Head Start and Kindergarten teachers will meet to discuss the developmental progress and abilities of individual children.</li> </ol>	Education Coordinator Head Start Teachers Parents	August 2015- May 2016
		(iv) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.	<ol style="list-style-type: none"> <li>1. Head Start and Kindergarten teachers will meet during the fall to align Head Start and Kindergarten curriculum to ensure effective transition.</li> </ol>	Education Coordinator Head Start Teachers Kindergarten Teachers	October 2015

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1304.20 (f) (2) (iii)	Transition of infants/toddlers with disabilities to preschool services.	(iii) They participate in and support efforts for a smooth and effective transition for children who, at age three, will need to be considered for services for preschool age children with disabilities.	<ol style="list-style-type: none"> <li>1. Participate in the 120-day meeting with First Steps ECI Program and provide input to parents and ECI staff so that the best placement option can be determined.</li> <li>2. Discuss services that are available in Head Start for preschool age children with disabilities.</li> </ol>	Disabilities Coordinator Education Coordinator ARD Committees Parents	August 2015 – May 2016
1308.17 (a) (2)	Facilitate a smooth transition of children with disabilities out of Head Start.	To assist parents in making the transition from Head Start to other placements.	<ol style="list-style-type: none"> <li>1. Make parents aware of the Kindergarten options that are available.</li> <li>2. Discuss opportunities for parents to become involved in the Kindergarten program</li> <li>3. Provide parents with suggestions for addressing transition concerns and achieving goals.</li> <li>4. Provide opportunities for parents to meet staff of receiving schools through ARD meetings and Transition meetings.</li> </ol>	Disabilities Coordinator Education Coordinator Family Services Coordinator ARD Committees	August 2015 – May 2016
1308.19 (c)	Transitioning children with Individual Education Plans (IEP) into Head Start.	When the LEA develops the IEP, a representative from Head Start must attempt to participate into the IEP meeting and placement decision for any child meeting Head Start eligibility requirements.	<ol style="list-style-type: none"> <li>1. The Diagnostician and Speech Language Pathologist from the LEA as well as the Disabilities Coordinator will collaborate when scheduling ARD meetings: <ul style="list-style-type: none"> <li>• 120-day ARD meetings</li> <li>• PPCD ARD meetings</li> <li>• Speech ARD Meetings</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. West Orange-Cove Dept. of Special Services</li> <li>2. Disabilities Coordinator</li> <li>3. ARD Committees</li> <li>4. Parent</li> </ol>	August 2015 – May 2016

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			2. The Disabilities Coordinator and Head Start nurse attend all ARD meetings.		
1308.19 (e) (3)		A statement of services to be provided by each Head Start component that are in addition to those services provided for all Head Start children, including transition services.	1. Complete Transition Summary for each child that will be shared with parents and receiving school. The Transition Summary will also identify the transition services needed by individual children and families.	Head Start Coordinators Nurse Teachers Parents	May 2016
1308.21	Parent participation and transition of children into Head Start and from Head Start to public school.	Support parents and children with disabilities entering from infant/ toddler program.	See Disabilities Plan p. 45	Disabilities Manage Nurse ARD committee Parents	August 2015 – May 2016
1308.21 (b) & (c)	Parent participation in transitions of children with disabilities.	<p>(b) Grantees must plan to assist parents in the transition of children from Head Start to public school or other placement, beginning early in the program year.</p> <p>(c) Head Start grantees, in cooperation with the child's parent, must notify the school of the child's planned enrollment prior to the date of enrollment.</p>	<p>1. Celebrity Breakfast is held to allow parents to meet various community people, agencies and other school personnel.</p> <p>2. Kindergarten visits are scheduled which allow the Head Start Children to tour their receiving campus, meet staff, including the Principals, counselors, nurse, speech therapist etc.</p> <p>3. Spring ARDS will always include an invitation to the receiving campus for their</p>	<p>Family Services Coordinator</p> <p>Education Coordinator</p> <p>Disabilities Coordinator</p>	<p>January 2016</p> <p>May 2016</p> <p>April 2016</p>

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			Speech therapist, teacher, counselor or administrator to attend. 4. In May the receiving Elementary campus will receive a list of all students who will be attending their campus in the fall.	Attendance Clerk	May 2016
1304.52 (k) (3) (ii)	Planning for successful child and family transitions	(ii) Methods of planning for successful child and family transitions to and from the Early Hard Start or Head Start program.	1. Enrollment into Head Start 2. Establish formal and informal memorandum of agreements with elementary campuses <ul style="list-style-type: none"> <li>• Campus tours</li> <li>• Family Partnership Agreement and Child Health Records</li> <li>• Orientation</li> <li>• Open House</li> </ul> 3. Transition of three-year-olds to four-year-old classes <ul style="list-style-type: none"> <li>• Four-year-old classroom visits</li> <li>• Campus tour</li> <li>• Family Partnership Agreements and Child Health Records</li> <li>• Orientation</li> <li>• Open House</li> </ul>	Head Start Director Family Services Coordinator Mental Health/Disabilities Coordinator Education Coordinator Health Services/Nutrition Coordinator Classroom Staff Attendance Clerk Parents  Education Coordinator Classroom Staff  Family Services Coordinator and Health Services Coordinator  Family & Health Man  HS Dir and Coordinators	August 2015 – May 2016          January 2016 – May 2016  May 2016  May 2015- May 2016  August 2015  September 2015

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			4. Transition of four-year-olds to kindergarten <ul style="list-style-type: none"> <li>• Transition meeting with Elementary Campuses Staff</li> <li>• Parents attending workshops are provided Kindergarten supplies</li> <li>• Plan Kindergarten visits for children and parents to elementary campuses</li> <li>• Send Kindergarten Round-up flyers to parents</li> </ul>	Family Services Coordinator  Education Coordinator Family Services Coordinator  Family Services Coordinator  Education Coordinator Family Services Coordinator Head Start Director Elementary Campus Principals	May 2016  August 2015-May 2016  May 2016  May 2016