

TRANSITION

PURPOSE:

To adopt a developmental approach in dealing with children and families community wide
To impact child care, preschool, primary and intermediary education as well as other agencies providing services to children and families
To assist children and families in the community to successfully transition from infant/toddler experiences to preschool experiences to the primary school setting
To help smooth the risks involved for children with special needs by creating an environment of awareness in the community
To establish procedures common to all agencies dealing with young children to facilitate transition
To network with other agencies to establish closer communication regarding the development of children in the community

PROCEDURES:

Education/Disabilities Director will:

- X Establish and update a timeline for the transition process
- X Plan for training of staff around the transition process
- X Coordinate efforts among staff to insure a comprehensive plan
- X Coordinate efforts with outside agencies to insure community involvement and support
- X Ensure supervision of education staff in transition activities
- X Maintain data on children with special needs who will be enrolled in Head Start/Early Head Start
- X Ensure that transition provisions for Early Head Start enrolled children are met according to need on a quarterly basis
- X Coordinate efforts with the ESD (LEA) to provide information-sharing between agencies for children with special needs enrolled in Head Start/Early Head Start
- X Coordinate with Administrative team, internal referrals and transition activities of Ahigh risk@ children
- X In conjunction with the administrative team, organize program multi-disciplinary staffing according to the time line to mark the progress/needs of special needs children
- X Facilitate joint transition staffing with the public schools, the ESD, and other appropriate agencies for children who are at risk
- X Contact school principals inviting kindergarten teachers and other pertinent staff from the various schools to visit Head Start classrooms
- X Coordinate development of the program Transition Booklet and its dissemination to parents

Education Managers will:

- X Provide training to staff, as needed, regarding the transition process
- X Establish and supervise education staff in the completion of transition activities
- X Assist in planning and ensure transition activities for children enrolled in Early Head Start

- programs to preschool programs as children become age eligible
- X Assist with visitation to public schools
- X Coordinate visits of Kindergarten teachers from the various schools to Head Start
- X Ensure delivery of the Transition Booklet to parents in a timely manner

Education staff will:

- X Organize visits to public school (when possible) in conjunction with the Education Managers
- X Assist with the preparation of families for public education by arranging visits in the schools (on home visits or with their child's classroom)
- X Plan and develop transition activities for Early Head start families upon entrance into the program. Evaluate need for transition on a monthly basis.
- X Provide information for parents by distributing approved transition information on home visits
- X Provide information, support and encouragement for children to enable them to transition smoothly to preschool and public schools
- X Assist parents to understand the importance of their continued involvement in their child's education
- X Provide trainings designed to familiarize parents with the preschool and public school setting
- X Assist parents in completing the Transition Survey for HS children and a Transition Plan for EHS children.
- X Deliver Comprehensive Staffing Summary Page, Parent/Staff Conference forms and Parent Consent for Release of Information to the appropriate public school personnel (see Transition Timeline)

Administrative Staff will:

- X Ensure that up to date records are kept on each child enrolled in Head Start/Early Head Start
- X Work with other program/agency administrators to provide for collaborative agreements
- X Discuss referrals from the Head Start/Early Head Start classrooms for potential special needs and determine a plan of action
- X Ensure that all Transition Surveys for Head Start children going to Kindergarten are completed and submitted electronically to the appropriate school district personnel.
- X Ensure that staff transition EHS children appropriately and work with parents to develop a Transition Plan

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