

TRANSFER OF STUDENTS WITHIN THE PROGRAM PROCEDURE

POLICY:

In an effort to provide continuous service, families moving within the program area will be allowed to transfer centers and continue being served by over-enrolling when there is no open slot at the new center. If over-enrolling would increase class size to over 20, the family will be placed on a waiting list until an opening occurs.

PROCEDURE:

- A. When the family notifies their Family Advocate (FA) or Child and Family Advocate (CFA) and program manager they are moving and it is within UMCHS service area, the CFA/FA will send information regarding the upcoming move, i.e. new address and phone number, and if known, date when family will be moving, to the Family Advocate (FA) or Child and Family Advocate (CFA) of the new area..
- B. If more than one option for placement is available, the Family and Community Director, Education Director and, if pertinent, other community agencies' representative will determine the most appropriate placement for the child based on location of the family, the class make-up, whether the child is ECSE or has other concerns.
- C. If the child is documented ECSE, the FA or CFA will also notify the Education/ Disabilities Director and the child's ESD case coordinator for consultation on the move of the family and child.
- D. The CFA/ FA will notify the new center of the upcoming move, providing date the family will move, date child will start at the new center, phone number and address of the family. The FA/CFA will share with the new center information on the child and family to help them plan for a smooth transition. All effort should be made to have the parents and child visit the new center prior to attending. Center staff will prepare the children at the center for a new student.
- E. The former center team will complete and update the child and family file to pass on to the new center. This will include a short synopsis of current needs and goals of the child and family. All home visit information and assessment will be included with the file transfer. The file will be reviewed by the Education Manager before it is sent to the new center. If at all possible, the file will be sent to the new center before the child enters and must be sent to the new center the day the child starts for emergency procedure and other important data.
- F. When a family no longer qualifies for the full day program, the CFA/FA will notify the Family and Community Development Director to develop a plan to move the child and family to a center closest to their home. The same above procedure will follow. However, if there is not a open slot at the closest center, the child will remain in the full day program until an opening occurs. Since no transportation is provided to full day centers parents can be given a choice to remain at the full day center or be placed on the waiting list for the next opening at the closest center to their home.
- G. The FA/CFA will notify the Family and Community Development Director of the change and provide the Data Entry Specialist with current information on the family and the transfer date, and centers involved.