

Early Head Start Transition Policy

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PERFORMANCE OBJECTIVE:

1304.40(h) (1)-(4): "Parent involvement in transition activities."

1304.41(c) (1)-(3): Transition services

OPERATIONAL PROCEDURE:

Transition planning for individual children will begin when the child is enrolled in Early Head Start (EHS). Formal transition planning services will begin when the child turns 2 and one-half years of age. All children must be in Early Head Start (EHS) for 6 months in order to complete the transition planning process.

When the child is 30 months (2 ½) the EHS Home Visitor will begin working on the Individualized Family Transition Plan (IFTP). The EHS Home Visitor will discuss options with the family concerning where the child will transition to and when the transition should take place.

The EHS Home Visitor will review the Release of Information Form with the parent or guardian so that transition information may be shared with other agencies if necessary (include the EHS/HS Mental Health Consultants if the family is utilizing the EHS Mental Health Consultant Services).

The EHS Home Visitor will set an application deadline within 45 days of the child turning 30-months (at 31.5 months). The EHS Home Visitor will complete the Head Start application with the parent within the 45-day deadline or they may lose their automatic slot in Head Start, even if they are income eligible.

The transition process will include the following:

- ❖ Members of the child's family or the child's legal guardians.
- ❖ EHS Home Visitor
- ❖ Staff members from Early Head Start and Head Start.
- ❖ Staff members from any program that the child will transition into other than Head Start.
- ❖ First Steps staff, if the child is receiving services
- ❖ LEA (early childhood services from the school district)

Children who will transition from Early Head Start to Head Start or other programs will occur when they turn three years of age. Transition options include Head Start if still eligible, preschool, school districts, home, etc.

Transition Updates:

A Transition List including names and information on each child will be updated monthly by EHS/HS Coordinator of ERSEA and made available to the EHS Family Development Coordinator. Early Head Start Home Visitor will contact Head Start Staff and other key personnel at the location where the child plans to transition, to insure a smooth transition.

Transfer of Records:

The EHS Home Visitor will prepare the child's "Transition File" to go to the Head Start staff within one month prior to attending in the HS classroom. The "Transition File" will be placed in a file folder with the child's name, the name of the center they will transition to, and the words "Transition File" written on it. Documentation to be included in the Transition File will follow the "EHS Transition File Transfer Checklist". The "Transition File" will be given to the Area Supervisor for the Center the child will be attending.

Transition Activities:

The EHS Home Visitor will work with HS staff and families on the following program activities during the 6-month transition process:

- ❖ Complete a HS Application and provide updates on progress
- ❖ Discuss transition families at monthly Case Conferences with EHS Supervisor
- ❖ Schedule HS meeting and classroom visit
- ❖ Prepare Transition File for HS staff
- ❖ Discuss options to utilize Mental Health Consultants
- ❖ Work with Coordinator of Eligibility & Enrollment Services to identify the center that the child will transition into
- ❖ Complete Individualized Family Transition Plan (IFTP) and Check List

AND

Family Activities:

- ❖ Family style meals
- ❖ Cutting (using scissors, food cutting boxes)
- ❖ Toilet learning
- ❖ Taking turns
- ❖ Following directions
- ❖ Transition Book for classroom (for children who transition during the school year)

The Family Resource Specialist will work with the EHS Home Visitor, staff and families on the following activities during the 6-month transition process:

- ❖ Assist with coordinating HS center transition meetings, classroom visits and conferences.
- ❖ Identify the classroom the child will attend.
- ❖ Send Confidential Exit Questionnaire to families upon completion of the EHS enrollment
- ❖ Provide information and dates on Parent Involvement activities, including Policy Council, Parent Committees, Parent Meetings, Volunteer opportunities and Parent training opportunities

After Transition:

Once the child attends the first day of HS, the EHS Home Visitor will contact the HS/EHS Coordinator of ERSEA to discuss the appropriate drop date from EHS. The child's file will be sent to the Central Office with a Status Changer dropping the child from Early Head Start within two weeks

Early Head Start Prenatal Transition Planning

It is not the intent of the EHS program only to serve the pregnant woman without providing services to the child upon delivery. Planning for the transition to the appropriate program option should begin at the time the pregnant woman is enrolled in the EHS program.

- ❖ At enrollment, the EHS Home Visitor will discuss the needs and desires of the participant in regard to childcare and the appropriate program option once the child is born.
- ❖ If the family will need childcare, the EHS Home Visitor will complete the Child Care Request Form and submit it to the Coordinator of Child Care Services. The child will be placed on the childcare waiting list.
- ❖ Childcare slots will be offered to those on the waiting list in date order of who has been waiting the longest.
- ❖ Once the child is born and the child's name comes up next on the childcare waiting list, the family will be offered the childcare slot. The child will then be listed as "not scheduled" at the provider until they become old enough to attend childcare.