

# Transitioning Early Head Start Three Year Olds to Preschool Programs or Community Options Procedure

A written comprehensive transition plan must be created in partnership with the family six months prior to the child turning three years old. (Please see: Transition Action Plan from Early Head Start to Preschool Early Learning.)

## Procedure

### What happens when an EHS child turns three years old?

#### HEAD START

An EHS child may transition to a Head Start classroom any time during the program year after their 3rd birthday, up until the time the center is no longer taking new children for that program year.

#### ECEAP

An EHS child may transition to an ECEAP classroom after their 3rd birthday, but the child must turn 3 years old on or before, August 31st of the current program year. Generally, this means EHS children would only be eligible to transition to ECEAP at the beginning of each new program year.

- If there is **no opening** at the designated Receiving Center or (other EL Center Options), but an **opening is likely to occur** within 3 months of the child's 3<sup>rd</sup> birthday, the child may remain in EHS up to the age of 39 months.\*
- If there is **no opening** at the designated Receiving Center or (other EL Center Options), **and an opening is not likely to occur** within 3 months of the child's 3<sup>rd</sup> birthday, and there are no extenuating circumstances, the child's enrollment in EHS will be terminated and efforts will be made to connect eh family to community options.

## Community Options

Staff will share other community options with the family that the child's learning and school readiness may continue to be supported.

Examples Include, but are not limited to: Library programs, Play and Learn Groups, co-ops, parks and recreation departments, community-wide activities and events.

\*Extenuating Circumstances: If the family has extenuating circumstances during the transition period so that transitioning the child at 3 years old would be detrimental to the family, the child may stay in the program until the age of 39 months (*e.g., homelessness, recent diagnosis of a medical condition or disease, significant change in family status, etc.*). The EHS-HB Program Manager, or the EHS-CB Educational Lead, will make the placement

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decision, in consultation with the Family Support Regional Sr. Coordinator, EHS Childcare Partnership Program Manager and/or the Family Support ERSEA or Family Engagement Manager.

### Classroom Change and Waitlist Information

- All transitions from EHS to Preschool Early Learning Programs require a new application and the family's income must be re-verified.
- Transitions from EHS to a PSESD Preschool Early Learning Programs are a "classroom change."
- If transition is from EHS to a PSESD Preschool Early Learning Program and the family's income is greater than 185%, contact your Regional Senior Coordinator before assigning 8000 points. An EHS child may remain on a Preschool EL waitlist until an opening occurs, or until the family chooses to leave the waitlist.
- If the family remains on the waitlist and no opening occurs during the current program year, the child may stay on the waitlist to be served the next program year and will retain classroom change status (update application and re-verify the family's income. If the family's income exceeds 185% contact your Regional Senior Coordinator before adding the new application onto the waitlist.)
- If a child is terminated and is not on a Preschool EL waitlist, a child has up to 60 calendar days after their termination date to apply to a PSESD Preschool Early Learning Site and maintain their "classroom change" status.

Anytime a child transfers/transitions from one early learning program to another, staff will follow program procedures for transfer of health and non-health records.

Please collaborate with EL programs who do not currently subcontract with PSESD-those with and without a Memorandum of Understanding (MOU), School Districts or Community Programs. Jointly consider PSESD's guidance and the receiving program's guidance about Transfers/Transitions.