

Transition Action Plan from Early Head Start to Preschool Early Learning

What	Who (as applicable to program)
Six months before child's 3rd birthday	
<p>Pre-planning meeting to explore options/most appropriate placement.</p> <p>If child has IFSP/Child Find Appointment dates:</p> <p>Evaluation:</p> <p>Results:</p>	<ul style="list-style-type: none"> • Parent/Guardian • EHS FA • Teacher • Home Visitor • Birth-To-Three-FRC if child is on an IFSP
When applicable during the year	
<p>Notice of Intent to Transfer/Transition (and Release/Exchange of Confidential Information – Non-Health for outside school district/agency, if applicable) is sent to receiving school district, agency, or program.</p>	<ul style="list-style-type: none"> • EHS FA • Teacher • Home Visitor
<p>Home Visitor or EHS family support staff schedules transition meeting/staffing with family and FS staff at receiving site. Health Record to be copied and transferred to parent, as per the Health Transition Planning Procedure.</p> <p>Activities may include but are not limited to: Filling out/reviewing application and pre-enrollment form, discussing child/family individualized needs, especially around IFSP*/special healthcare needs for child, and possibly discussing transition activities which will be finalized one month prior to the transition.</p> <p>*FS/HV to work with Early Intervention Provider and PSESD Disabilities Consultant to align the transition activities.</p>	<ul style="list-style-type: none"> • Parent/Guardian • EHS FA • Teacher • Home Visitor • Family Support (FS) at receiving site/classroom • Teacher • Interpreter • SPED staff • Nurse • Other support as individualized for this child/family
<p>Family income is verified for previous 12 months or current calendar year</p>	<ul style="list-style-type: none"> • FS at receiving site/classroom
<p>Time is scheduled for parents to observe classroom at receiving site</p>	<ul style="list-style-type: none"> • FS at receiving site/classroom
<p>Child's name is placed on waiting list</p>	<ul style="list-style-type: none"> • FS at receiving site/classroom
<p>Receiving FS staff completes enrollment form with family</p>	<ul style="list-style-type: none"> • Parent/Guardian • FS at receiving site/classroom

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<p>Family Connections/Family Connections – EHS HB and Family Strengths and Goal Planning form are reviewed, and the parent/guardian decides which issues and/or goals are still relevant to carry forward to be worked on at preschool site.</p>	<ul style="list-style-type: none"> • Parent/Guardian • EHS FS • Home Visitor
<p>Meet to plan individualized transition activities for child and family.</p> <p>These activities may include but are not limited to: attending EL family event with EHS team member, child and parent visiting receiving classroom, child and parent riding the bus (if permitted) and creating a transition portfolio.</p>	<ul style="list-style-type: none"> • Parent/Guardian • EHS FA • Teacher • Home Visitor • FS at receiving site/classroom • Teacher at receiving site/classroom
<p>Transition staffing is completed, and follow-up provided as needed.</p>	<ul style="list-style-type: none"> • EHS FA • Teacher • Home Visitor and/or Supervisor
<p>Child and family participate in activities designed for all families entering preschool program.</p> <p>Activities may include, but are not limited to: attending orientation, attending slow start, participating in a home visit, participating in a conference</p>	<ul style="list-style-type: none"> • Parent/Guardian • FS at receiving site/classroom • Teacher at receiving site/classroom • Other staff at receiving site/classroom • Child