

Transition Action Plan from Early Head Start to Preschool Early Learning

When	What	Who	Dates
6 months before child's 3rd birthday	Pre-planning meeting to explore options/most appropriate placement <i>If child has IFSP/Child Find Appointment dates:</i> <u>Evaluation:</u> <u>Results:</u>	Parent/Guardian, EHS FA, Teacher, Home Visitor, and Birth-To-Three-FRC if child is on an IFSP	Scheduled: Completed:
5 months before child's 3rd birthday	Notification 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.	EHS FA, Teacher or, Home Visitor	Form sent:
4 months before child's 3rd birthday	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. <i>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.</i> *FS/HV to work with Early Intervention Provider and PSESD Disabilities Consultant to align the transition activities.	Parent/Guardian, EHS FA, Teacher, Home Visitor, Family Support (FS) at receiving site, and possibly teacher, Interpreter, SPED staff, Nurse, or other support as individualized for this child/family	Scheduled: Completed:
4 months before child's 3rd birthday	Family income is verified for previous 12 months or current calendar year	FA/FS at receiving site	Completed:
4 months before child's 3rd birthday	Time is scheduled for parents to observe classroom at receiving site	FS at receiving site	Scheduled: Completed:
4 months before child's 3rd birthday	Child's name is placed on waiting list	FS at receiving site	Completed:
1 month before transition	Receiving FS staff completes enrollment form with family.	Parent/Guardian, FS at receiving site	Scheduled: Completed:

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1 month before transition	The Family Partnership Summary Goals and Needs page, as well as the Family Partnership Agreement 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.	Parent/Guardian, EHS FS, Home Visitor	Scheduled: Completed:
1 month before transition	Meet to plan individualized transition activities for child and family. <i>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.</i>	Parent/Guardian, EHS FA, Teacher, Home Visitor, FS and teacher at receiving site	Scheduled: Completed:
1 month Before transition	Transition staffing is completed and follow-up provided as needed.	EHS FA, Teacher, Home Visitor and/or Supervisor	
When child enters receiving site, as appropriate	Child and family participate in activities designed for all families entering preschool program. <i>Activities may include, but are not limited to: attending orientation, attending slow start, participating in a home visit, participating in a conference</i>	Parent/Guardian, FS, Teacher, and/or other staff at receiving site, and the child	

Note: A well-orchestrated transition plan takes into consideration the individual needs of the child and family. The time-table may be influenced by a variety of conditions, for example a meeting could be delayed while waiting for the Child Find results meeting to take place which will help determine best placement for a child on an IFSP. Another example might be that some of the activities, such as classroom visits, may have to be arranged three months prior to the transition date, instead of one month prior to transition date. If the receiving program is closed during the summer and the plan is for the child to begin attending the receiving program in the Fall, “slow start” is especially recommended for this child.