



TRANSITIONING CHILDREN/FAMILIES INTO HEAD START

- Create a Transition packet to welcome new families into Head Start.
- Early Head Start children transition into Head Start with a plan that is developed by parents and staff for EHS & HS
- At the request of the prospective or newly enrolled parent, meet or conference with the family's child care center staff about individual child(ren).

TRANSITIONING CHILDREN/FAMILIES OUT OF HEAD START TO KINDERGARTEN

Head Start Teachers conduct transition visit/conference, including:

- Complete the Health-Nutrition-School Readiness Transition information form with the family. Give family two copies, one for child's next transition and one for family to keep.
- Offer families resources for home learning activities and community activities, e.g. summer activity calendar and book list, park and recreation programs, etc.
- Advise families that, at their request and with a signed Confidential Information Exchange form, Head Start staff may discuss individual child(ren) with kindergarten staff and/or counselors, nurses and other school staff.
 - ❖ **Please note** – The Authorization to Release Confidential Health Information form **must** be completed for all health/nutrition information shared.
 - ❖ **Please note** – The Authorization to Release Confidential Mental Health Information form **must** be completed for all mental health information shared.

Family Support staff ensures that each family has an opportunity to:

- Review progress towards issues/goals outlined in the Family Partnership Plan.
- Discuss next steps after Head Start including resources and/or advocacy efforts needed with the child's assigned elementary school and for next steps for reaching family/individual goals.

All staff plan and conduct transition activities, such as:

- Hold meetings on transition including: Extending invitation to appropriate school district personnel, e.g. Title I Liaison or school district administration, to attend parent meeting on transition.
- Give general information about their local school district's K-12 parent services and parent involvement opportunities.
- Give information on the parent's role as their child's advocate.
- If possible, invite past parents to talk about their child's/family's transition experience.
- Give district specific information about Title I.
- Inform families about the kindergarten registration process and "round-ups."

- Give information on schools, including school choices.
- Utilize book lists to involve children and families in getting ready for kindergarten.
- Read books about kindergarten & discuss them.
- Identify which friends will go to kindergarten together.
- Make books about the new school.
- Provide translated materials and interpreters for families with dual language learners in order for them to be involved in transition activities.
- Work collaboratively with special education staff to coordinate the transition process of children with Individual Education Plans (IEP) from Head Start into Kindergarten. Include parents of a child with an IEP in all Head Start transition activities.

Provide families with the following information:

- Copy of HealthNutrition-School ReadinessTransition Information form (2 copies)
- Original Certificate of Immunization Status
- Contents of child's portfolio
- Copy of Growth Grid
- Copy of Child Health Plan.
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To support center's transition activities, ESD:

- Provides centers with Transition Guidance and funding (included in centers' budget) to carry out baseline activities.
- Maintains Interagency Agreements with special education departments in school districts served by ESD.

Related Forms:

[Child Health Plan](#)

[Health Nutrition-School Readiness Transition Information](#)

[Release/Exchange of Confidential Info with School District](#)

[Family Partnership Plan](#)