

HEAD START TRANSITION POLICY

Policy Number:	Effective Date:	Policy Council Approval Date: 7/22/14; 6/8/17
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PERFORMANCE OBJECTIVE: Our Head Start program takes a thoughtful, thorough approach to supporting families during their transition into and out of the program. Transition is a process to ensure a smooth transfer of necessary information between our Head Start program, Kindergarten and/or other programs.

Our goal is to build relationships, keep families involved and empower our parents. Transition is an ongoing process to ensure that children, families and school districts have appropriate information and support during the kindergarten transition process.

The transition process is planned and coordinated by the child's Teacher and Family Resource Specialist with parent/s involvement. The Teacher and Family Resource Specialist work together as a liaison between families, our Head Start program and public schools. **1302.71 & 1302.72**

PROCEDURES:

Because the majority of transitions out of the Head Start program (i.e. to kindergarten) occur at the same time of year, program staff will work in a coordinated effort to plan, organize and ease transition tasks and activities.

1. Family Resource Specialists and Teachers will follow the **Transition to Kindergarten Individual Transition Plan** to ensure that all children and family's leaving Head Start and going on to Kindergarten will have a successful transition.
2. Family Resource Specialists and Teachers will establish a point of contact with each school district as noted on that school districts Memorandum of Understanding (MOU) to establish the proper sharing of school readiness assessments.