

## Early Head Start Transition Policy

Policy Number: TSD0304-07	Effective Date: 12/20/05 Revision: 9/18/07; 1/18/11; 10/18/11; 8/1/2017	Policy Council Approval Date: 12/20/05; 9/18/07; 1/18/11; 10/18/11, 6/27/17
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### **PERFORMANCE OBJECTIVE:**

1302.70 (a-e), 1302.61 (2) (i), 1302.82 (a-b)

Early Head Start will implement strategies and practices to support successful transitions for children and their families' transition out of Early Head Start including children with an IFSP who are transitioning out of Early Head Start, and enrolled pregnant women and other relevant family members whose infant will transition into the appropriate program option.

### **OPERATIONAL PROCEDURE:**

Transition planning for individual children will begin when the child is enrolled in Early Head Start (EHS). Formal transition planning services will begin when the child turns 2 ½ years of age. All children must be in Early Head Start (EHS) for 6 months in order to complete the transition planning process.

When the child is 30 months (2 ½) the EHS Home Visitor/Family Advocate will begin working on the Individualized Family Transition Plan (IFTP). The EHS Home Visitor/Family Advocate will discuss options with the family concerning where the child will transition and when the transition should take place.

The EHS Home Visitor will review the Release of Information Form with the parent or guardian so that transition information may be shared with other agencies if necessary (~~be sure to~~ including the EHS/HS Mental Health Consultants if the family is utilizing the EHS Mental Health Consultant Services).

The EHS Home Visitor/Family Advocate will set an application deadline at 34 months of age. The EHS Home Visitor/Family Advocate will complete the Head Start application with the parent by the deadline or they may lose their automatic slot in Head Start, even if they are income eligible.

Children who will transition to Head Start may begin when they turn three years of age. Variations of this schedule may occur due to full classrooms, end of HS school, and/or other extenuating circumstances.

### **The transition process will include the following:**

- ❖ Members of the child's family or the child's legal guardians.
- ❖ EHS Home Visitor/Family Advocate/HS Family Resource Specialist
- ❖ Other staff members from Early Head Start and Head Start.

- ❖ Staff members from any program that the child will transition into other than Head Start.
- ❖ First Steps staff, if the child is receiving services
- ❖ LEA (early childhood services from the school district)

Children who will transition from Early Head Start to Head Start or other programs will occur when they turn three years of age. Transition options include Head Start if still eligible, preschool, school districts, home, etc. If family is not transitioning to Head Start, or there is no HS opening available at the time of transition, make a referral to Parents As Teachers. (N/A if the family is in PAT.)

### **Transition Updates:**

A Transition List including names and information on each child will be updated monthly by EHS/HS Enrollment Coordinator or Program Assistant and made available to the EHS/HS Family Development Coordinator. Early Head Start staff will follow the Transition Responsibilities Checklist along with the Head Start personnel at the location where the child plans to transition to ensure a smooth transition. Head Start staff will follow procedures set in place to receive Early Head Start transitioning children.

### **Transfer of Records:**

The Early Head Start staff will prepare the child's "Transition File" (Blue Transition Folder) to go to the Head Start staff prior to attending in the HS classroom. The Transition information will be placed in a Blue file folder with the child's name, the name of the center they will transition to, and the words "Transition File" written on it. Documentation to be included in the Transition File will follow the "EHS Transition File Transfer Checklist". The "Transition File" will be sent to the Head Start and Early Head Start Enrollment Coordinator with the Drop file.

### **Transition Activities:**

The EHS Home Visitor/Family Advocate will work with HS staff and families on the following program activities during the 6-month transition process:

- ❖ Complete a HS Application and provide updates on progress
- ❖ Discuss transition families at monthly Case Conferences with EHS Supervisor
- ❖ Schedule HS meeting and classroom visit if required
- ❖ Prepare Transition File for HS staff
- ❖ Discuss options to utilize Mental Health Consultants
- ❖ Work with Coordinator of Eligibility & Enrollment Services to identify the class that the child will transition into
- ❖ Complete Individualized Family Transition Plan (IFTP) and Check List
- ❖ Complete EHS Home Visits and Transition Conference with HS staff and families.

*AND*

### Family Activities:

- ❖ Family style meals
- ❖ Cutting (using scissors, food cutting boxes)

- ❖ Toilet learning
- ❖ Taking turns
- ❖ Following directions
- ❖ Transition Book for classroom

The Family Resource Specialist will work with the EHS Home Visitor, staff and families on the following activities during the 6-month transition process:

- ❖ Assist with coordinating HS center transition meetings, classroom visits and conferences.
- ❖ Assist with scheduling day's child will attend HS if applicable.
- ❖ Send Confidential Exit Questionnaire to families upon completion of the HS enrollment
- ❖ Provide information and dates on Parent Involvement activities, including Policy Council, Parent Committees, Parent Meetings, Volunteer opportunities and Parent training opportunities
- ❖ Provide a parent handbook and calendar to families upon enrollment

**After Transition:**

On the child's 3<sup>rd</sup>, the EHS Home Visitor will contact the Head Start and Early Head Start Enrollment to discuss the appropriate drop date from EHS. The child's file will be sent to the Central Office with a Status Changer dropping the child from Early Head Start within two weeks.

**Early Head Start Prenatal Transition Planning**

It is not the intention of the EHS program only to serve the pregnant woman without providing services to the child upon delivery. Planning for the transition to the appropriate program option should begin at the time the pregnant woman is enrolled in the EHS program.

- ❖ At enrollment, the EHS Home Visitor/Family Advocate will discuss factors that influence prenatal and postpartum maternal and infant health, the needs and desires of the participant and other relevant family members in regard to childcare and the appropriate program option once the child is born.
- ❖ If the family will need childcare, the EHS Home Visitor will complete the Child Care Request Form and submit it to the Enrollment Coordinator. The child will be placed on the childcare waiting list.
- ❖ Childcare slots will be offered to those on the waiting list in date order of who has been waiting the longest.
- ❖ Once the child is born and the child's name comes up next on the childcare waiting list, the family will be offered the childcare slot. The child will then be listed as "not scheduled" at the provider until they become old enough to attend childcare (6 weeks).