



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 EECD ISSUE 2

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EFFECTIVE: 05-20-13
Updated

SUBJECT:

EARLY HEAD START TRANSITION

APPROVED: 5-20-13

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PURPOSE

To provide a plan that ensures an effective transition into another child development program for the Early Head Start (EHS) child and to ensure the most appropriate placement is provided. The plan will be developed through active parental involvement during the planning and transition process for continuity of comprehensive services for parents and children between different program settings.

A partnership between parents and the program begins at recruitment and continues during the enrollment process and throughout the school year.

POLICY

All EHS children must have a written transition plan by the time the child reaches 30 months.

The program will effectively transition children and their families into/out of Early Head Start and into Head Start or another community child care or child development program that meets the family's needs.

REFERENCE

Head Start Performance Standards 1304.40(h); 1304.41(c)

1304.40(h) Parent Involvement in Transition activities. (1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the Home or other childcare Setting.

1304.41(c)(2) "To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: The child's health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into Head Start or another program."

PROCEDURE

Transition from Prenatal to Postnatal:

- In the third trimester of the pregnancy, the Registered Nurse will introduce the Early Head Start home-based program option for infants/toddlers to the expectant mother.
- The mother is invited to the upcoming socialization to meet the families that are currently enrolled in the EHS home-based program.
- Once the baby is born, the Registered Nurse will coordinate a meeting between parent and staff.
- A Well Baby Check will be provided by a Registered Nurse within 2 weeks of the child being born. The EHS Home Visitor will accompany the Registered Nurse on at least one (1) home visit to support the successful transition of the family and child.
- The Registered Nurse will also provide resource information on additional programs, which are high in quality and provide consistent and responsive caregiving.
- The mother will be informed of the requirement to provide birth verification, such as medical card, birth announcement or birth certificate by the time the child turns six weeks of age.
- The Registered Nurse will document all follow up and newborn information into COPA.
- Post-partum care will continue by the Nurse based on the needs of the family and the newborn reaching 6 weeks of age.
- The child may be enrolled in the Home Based Option at six (6) weeks of age.
- A Parent Orientation will be provided and the family file will be transferred to the receiving program.

Transition from Early Head Start to Head Start

Children in the Early Head Start Program will begin the transition process at least six months prior to the child's third birthday.

EHS Transition Plan

All families with children in the EHS program must have an FPA Goal in COPA with the specific Goal Category labeled "EHS Transition Plan" by the time the child is 30 months old. This does not replace the family goal requirement. A copy of the transition plan must be printed and placed in the child's file and updated as appropriate.

- In addition to family specific information, the EHS Transition Plan must include the following steps to reach the goal of a successful transition:
 1. Meet with the Center Based Program Generalist for enrollment
 2. Visit local childcare/child development program
 3. Complete new Head Start application and provide supporting documentation

EHS Teacher/Home Visitor Responsibilities:

- A transition planning conference will be scheduled with the parent and the EHS Staff to initiate transition plan by the time the child reaches 30 months.
- EHS Teacher/Home Visitor will coordinate a visit to a childcare/child development program for the parents and the child to support a successful transition and to coordinate the meetings between the staff and the parent prior to the child's first day.

- The EHS Teacher/Home Visitor will provide assistance, guidance and education to the family on the enrollment process into the Head Start Program to include the following:
 - Developmental status
 - Child Portfolios
- Ongoing communication will be conducted with the parent about their progress regarding transition activities. All transition follow up will be documented on the EHS transition plan in COPA.
- On the child's third birthday, or closely thereafter, the child will transition into a new program and the following actions must be taken:
 - Child's Portfolio is given to parent
 - Copy of completed child's file and assessment is transferred with the child to the new program on the first day of attendance.
 - Closing summary is completed and the file is given to the Program Generalist for closure of the Early Head Start program in COPA and opening of the Head Start program in COPA.
- At transition, the EHS Teacher/Home Visitor will ensure that all information is up to date:
 - Status of all health screenings
 - Review medical home status
 - Immunizations
 - TB and Physical Exam
 - Medical conditions are reviewed for those that may require special accommodations, need treatment, are completed or in the process of being completed.
 - Developmental status

Program Generalist Responsibilities:

- The Program Generalist will provide assistance, guidance and education to the family on an on-going basis.
- The Program Generalist will set an appointment with the parent when the child turns (30) months of age to submit a new Head Start application and Income qualification to ensure the family qualifies for Head Start.
- The Program Generalist will coordinate the enrollment process into the Head Start Program to include the following:
 - Review status of all health screenings
 - Review medical home status
 - Ensure Immunizations are up to date
 - TB and Physical Exams are up to date
 - Review medical conditions that may require special accommodations, need treatment, are completed or in the process of being completed.
 - Developmental status
 - DAY C
 - Progress of the family
 - Review family circumstances, identify changing circumstances (current and known upcoming events)
 - Review Family Partnership Agreement Goals
 - Program Options
 - Discuss Head Start and other resources and options in the local area.

- Process Head Start Application
- Income Re-certification
- The Program Generalist will update the EHS Transition Plan with all transition related follow up activities (i.e. application status, childcare/child development opportunities in the community, etc.).

EHS Supervisor Responsibilities:

- EHS Supervisor will review transition plans and activities as part of ongoing monitoring to ensure the EHS Teacher/Home Visitor initiated the transition plan on time and is properly documented in the child's file and in COPA as appropriate.

Program Supervisor Responsibilities:

- Program Supervisors will monitor and review all transition plans (in the family data/child data files) of EHS children to ensure timely follow up and follow through is completed by the Center based Generalist relative to the identification of an available enrollment slot in a PSD center based or home based program.
- Program Supervisors will review and initial transition plans in the child's file by the time the child turns 35 months of age to ensure a child has a completed Head Start application on file to enroll into a Head Start Center-Based or Home Based program.
 - If no vacancies are available in a PSD program, verify resource referral documentation to a child development service provider in the community.

TRANSITION OF CHILDREN WITH DISABILITIES:

- The Home visitor/teacher will introduce the transition process to the parent at 30 months of age. The home visitor/teacher will obtain, from the parent, the date for any special education follow-up appointments.
- The Home visitor/teacher will complete the 30 month DAY-C screening protocol form and forward a copy to the disabilities unit.
- A meeting between the disabilities unit and EHS program supervisor will be conducted to review child's needs and concerns. Meetings will be held bi-weekly. The disabilities unit will track the status of any special education or related services that the child may qualify for at age three.
- The program generalist will meet with the parent to complete a new application/enrollment packet and to discuss program options at 30 months of age.
- If the child is transitioning to a different agency, the home visitor/teacher will obtain parent's written permission to transfer information to the specified agency.
- If the child is transitioning to the Head Start Preschool Program, the file will be forwarded to the new site location.
- The Program Generalist will document in the COPA database the date when information is forwarded to the child's next placement.
- The family will be notified by letter if the child is accepted into the HS Program or placed on a waiting list. If accepted into a HS Program, the Generalist will provide the family with specific information related to the new program, 10 days prior to the child's first day.