

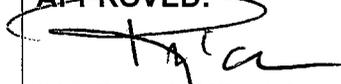


**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 00      ISSUE 0**  
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**EFFECTIVE: 09/2010**  
Updated

**SUBJECT: TRANSITION FROM HEAD START INTO  
KINDERGARTEN**

**APPROVED:**

  
**BY: Ron Griffin, Director**

**PURPOSE**

To provide a plan that ensures a smooth transition for the child and to ensure the most appropriate placement. 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 child's school experience.

**POLICY**

Preschool Services policy is to establish a written transition plan for all Head Start children at least 3 months prior to leaving the program.

PSD will effectively transition children and their families into public/private school of their choice or another community program that meets the family's needs.

**REFERENCE**

Head Start Performance Standards Subpart C 45 CFR 1304.41 (c)(1-3) - Transition Services 1304.4 (h)(1-4) - Parent Involvement in Transition Activities

**PROCEDURE**

To support a seamless transition for children and an ongoing partnership between the programs, parents and staff, the following steps will be taken:

- Upon enrollment into Head Start, parents are invited to attend a Parent orientation meeting. At that time, they are given the opportunity to meet the Site staff; an overview of the program is presented and information in the Parent Handbook is reviewed. Parents are made aware of opportunities to become involved in their child's education by volunteering, becoming a Parent Advisory Committee Member or Policy Council Member and assisting with School to home Activities. Parents are able to share information about their child with the teacher. In addition, the teacher is able to provide information on the classroom structure, lesson plans and individualization of children.
- Teaching staff will establish a formal written Transition plan with the parent of each kindergarten eligible child.

- An **Open House** is held at the beginning of the year which allows parents to familiarize themselves with their child's classroom environment, communicate with the teacher and view their child's work sample/activities and their daily schedule.
- Throughout the year, Teachers meet with parents to discuss their child's progress, strengths, and goals. These meetings may take place during the scheduled **Home Visits** and **Site Conferences** with the parent/caregiver.
- **Educational Transition Workshops** are provided to parents:
  - **'Parents as Advocates'** offers information on what advocating for their child means and easing the transition between homes into our program. Parents Rights and Child Personal Rights are discussed. The Parent Handbook and opportunities to serve on the Parent Advisory Committee or Policy Council are also discussed.
  - **'Active Learning'** is an educational workshop that introduces the High/Scope curriculum that is used in our program. The Desired Results Developmental Profile is introduced and the facilitator explains how the tool is used to help develop individualized goals for each child. This workshop also educates parents on child developmental stages and provides ideas and activities for parents to do at home with their child to increase school readiness.
  - **'Kindergarten Readiness'** during this workshop parents are provided with specific strategies to ease their child's transition in Kindergarten. Kindergarten expectations and the enrollment process are discussed. Parents participate in making learning games for their child and a Kindergarten Tool Kit is provided.

#### **Transition Outreach:**

- Preschool Services collaborates with local school districts as well as San Bernardino Child Care Planning Council and other related agencies to streamline transition from our program into elementary school.
- Teaching staff will schedule a group visit to Kindergarten classrooms at the schools majority of the children will be feeding into.
- Assist parents with meetings with Kindergarten Teachers and assistance with Enrollment applications.

#### **Transfer of Records**

- Record Transfer Request forms
- Child Developmental Progress Summary forms
- Child Portfolios and work samples
- Ages & Stages ASQ, ASQ-SE Questionnaire
- Desired Results Developmental Profile

#### **Transition of children with Special Needs out of Head Start:**

- Teacher/Home Visitor and Program Generalist will continue to review child's file for concerns or special needs.
- Transition exit meeting is held with the LEA, Head Start staff and parent of the child who qualify for special education and related services. Meeting will include: parent concerns if any, child's progress report on goals, objectives and therapy sessions if applicable, any additional services prior to exiting the Head Start program and Parents right.
- Child's file will be forwarded to the new program for review.
- Program Generalist will provide the family with specific information related to the new Program.
- A list of transfers will be provided to the Interdisciplinary Team members for review.
- All documentation and follow up will be entered on COPA (case notes).