	Monroe County School District Head Start Program Standard Operating Procedures/Plans
Program Performance Standards and Other Regulations	Subject: Program Operations Subpart G –Transition Services
Effective Date: August 16, 2017	Revision Date:

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:


Subpart G- Transition Services 45 CFR Subpart 1302.71

POLICY (Transitions from Head Start to Kindergarten):

It is the policy of the Monroe County School District Head Start Program to support successful transitions for children and their families transitioning from Head Start to Kindergarten. This policy pertains to Family services, Teaching Staff, and administrators.

PROCEDURES:

1. Family services staff, at the time of application, will assist parents in becoming their child’s advocate as they transition into Head Start from other childcare settings and into Kindergarten.
2. MCSDHS will partner with Monroe County School District, which is the grantee and is the local educational agency where the majority of Head Start children will enroll after transitioning out of the program, to plan at least one visit by transitioning children to kindergarten classrooms.
3. At “Kindergarten Round-up,” is offered by schools; principals or designee discuss the following:
 - a. The types of records needed for children to register and when they are needed
 - b. Meetings between Kindergarten and Head Start teaching staff to establish expectations of children entering Kindergarten
 - c. Methods of preparing parents for their child’s transition from Head Start to Kindergarten
 - d. Possible community partnership development
4. Family services staff will provide education and training to parents on how to exercise their rights and responsibilities concerning the education of their child in the school setting and how to communicate with teachers and other school personnel on decisions related to their child’s education.
5. A Transition to Kindergarten workshop is held at the end of each school year for parents of children transitioning to Kindergarten.
6. The ECLKC Get Ready for Kindergarten Activity Calendar for Teachers is used to prepare activities for students and families.
7. Teachers will prepare student files to be transferred to school department chair.

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8. Site coordinators will begin sending home information regarding enrollment into the Kindergarten program at the end of the school year.

9. Transitioning children and their families are encouraged to participate in transition meetings with program staff and MDCPS personnel. Discussion will include child’s progress and school readiness skills. The Center Directors/Administrators will monitor transitioning folder to ensure preparation of children transitioning and inform parent of school expectations.

10. Family services staff will provide transition tips to parents during Parent Committee meetings and activities. The transition tips will assist parents in preparing their child for elementary school and communicating with teachers and other school personnel. Parents will learn to advocate and participate in decisions related to their child’s education.


11. Parents will be encouraged to join parent organizations such as the PTA/PTO/SAC, volunteer at the school, reinforce classroom learning at home and maintain an ongoing communication with school personnel.

12. During the last scheduled Home Visit, teaching staff will discuss the child’s needs and abilities, encourage parents to conduct suggested home activities with children during the summer, as well as inform children through communication that they will be transitioning to a new environment.

13. During the month of May, parents of children transitioning to kindergarten will receive a packet that includes their child’s physical, immunizations, IEP (if applicable), Galileo assessment, “What My Child Needs to Know” and summer learning activities.

14. During the transition process, parents of children transitioning out of Head Start will have access to their child’s folder only.

*These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

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POLICY (Transition between Programs):

It is the policy of the Monroe County School District Head Start Program to implement strategies and practices to support successful transitions for children and their families transitioning out of Child Find and in or out of MCSD Pre-K ESE.

1. Disabilities, Mental Health and/or Nutrition representatives as applicable. If parents choose a private center instead of a Head Start site, the staff of the private center must be invited to the transition planning meeting.
2. The purpose of this meeting is four-fold:
 - A. To introduce Head Start staff to the parents
 - B. To review progress the parents and child have made while enrolled in EHS
 - C. To introduce the parents to Head Start staff and program
 - D. To establish an Individual Transition Plan including time line, action steps and persons responsible for each step, and follow- up meeting and visit schedules.
3. A meeting will be held between the Education/Disabilities Manager , or the Site Coordinator in collaboration with the parents to visit Head Start classroom(s) prior to transitioning.
 1. If the transition does not occur during the start of a new school year or during a time the family can be invited to participate in the beginning of the year activities then the initial visit will be for a period of 15 minutes. The child will be accompanied by their Primary Caregiver for the duration of the visit. The visit will take place during work time in the Head Start classroom so the child is allowed to freely explore the Head Start classroom. Prior to this visit, the Primary Caregiver will hold a one-on-one conversation with the child to describe what to expect on the visit.
 2. Teachers will prepare student files to be transferred to new program out of the community upon receipt of a release of information.
 3. Students transferring to or from an Exceptional Student Education program will do so within their site when possible and transition may be gradual depending on student needs.
 4. Transitioning will consider the child’s developmental level and health and disability status, child’s progress, and family circumstances.


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5. Head Start/Early Head Start parents are encouraged to schedule and visit with the center in which their child is enrolled to learn more about the program before the child starts. Parents will meet staff, other parents and have an opportunity to observe the daily schedule.

Transitioning children and their families are encouraged to participate in transition meetings with program staff. Discussion will include child’s progress and school readiness skills. The Center Directors/Administrators will monitor transitioning folder to ensure preparation of children transitioning and inform parent of school expectations

1. During the transition process, parents of children transitioning out of Head Start will have access to their child’s folder only.

*These procedures will be evaluated as part of the Self-Assessment.

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POLICY:

It is the policy of the Monroe County School District Head Start Program to ensure parents are supported during transitions in Head Start and Early Head Start. “Meet the teacher,” and “Open House,” (both Parent Orientation events) is designed to provide program overview, parental rights, responsibilities, opportunities and what to expect in a new environment, promoting good parent-staff relationships. All Parent Orientations are expected to achieve the following:

PROCEDURES:

1. Planning

- a. Parent Orientation begin in the summer with Head Start Site Coordinators as parents complete interviews and packets.
- b. Each school sets up parent orientation dates, annually.
- c. The Family Service Area manager is responsible for providing continuous oversight of the parent orientation process.
- d. Family services staff will publicize the event using flyers, notices, posters, parent greeters, etc. with the expected attendees.
- e. Materials for parent orientations are prepared for active engagement in activities and committees in their child’s center. Materials to include are:
 - Information about service areas
 - Child Abuse/Neglect mandated procedures and reporting
 - Sign-in-sheets
 - Curriculum and Child Outcomes
 - Transportation and safety procedures
 - Parent Orientation Survey
 - Parent Involvement information, including:
 - Parent Agreement
 - Policy Committee function and eligibility
- f. Newly enrolled parents who were unable to attend parent orientation group sessions will receive an individual orientation within the first 30 days of their child’s enrollment.
- g. If applicable, parent orientations may include center/classroom tours and creative educational activities.

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2. Attendance:

- a. Achieve full parent participation of newly enrolled children and families. Social Service staff shall target new families to attend parent orientation so families are prepared for active involvement in activities and committees.
- b. Returning parents are encouraged by center staff to stay involved in center/program activities and committees.

3. Support Services:


- a. The Site Coordinator will arrange support services to include center staff, service area staff, community volunteers, and returning parents.
- b. If providing child care is not feasible, appropriate activities should be available as an alternative for child care.
- c. Family services staff may enlist experienced parents, preferably returning parent(s) to meet, greet, and direct new parents where to go for one-on-one support.

4. Assessment:

- a. Parents are afforded with the opportunity to evaluate/survey and give feedback of the parent orientation process. Social Service staff will ensure parent orientation evaluation forms are available for attending parents to complete.

Social Service staff will distribute the Volunteer Opportunity Questionnaire for parents to share their volunteer and participation interests in the program.

- a. Following the orientation, the Site Coordinator, Family Service Manager, and Education Manager should evaluate and discuss the degree to which the parent orientation procedures were met for quality improvement.
- b. Site Coordinator and Family Service Manager is responsible for ensuring staff enters the parent orientation information in ChildPlus within 5 days of completing the process.

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- c. Family services staff will report the parent orientation information on the Parent Involvement Monthly Summary Report.

*These procedures will be monitored monthly for ongoing activities and the once a year procedures will be evaluated as part of the Grantee Self-Assessment.