


<b>Performance Standard:</b>	<b>Program Operations Subpart G- Transitions</b>	<h2 style="color: red;">INCA Community Services</h2> <h3>Head Start &amp; Early Head Start Policies and Procedures</h3> 
<b>Category:</b>	1302.72	
<b>Reference:</b>	OKDHS-Licensing	
<b>PC Approval Date:</b>	9/2017	
<b>GB Approval Date:</b>	9/2017	
<b>Form:</b>	N/A	
<b>Responsible:</b>	Area Supervisors/FEC, Teachers	

## Transition between Classrooms/Sites

### Policy

INCA assists enrolled children and families transiting between Classrooms and sites.

### Transiting children and families

A smooth transition from one early childhood learning environment to another is important to ensure each child continues to receive enriching early child development services and each family continues to receive the support services necessary to promote healthy family development.

### Transition Planning

Transition planning will take into account each child and family's individual needs and support parents in their role as their child's primary teacher. The process must take into account; the child's health status and developmental level, progress made by the child and family while in INCA Head Start, current and changing family circumstances.

### Intra Program Transfer - (Child transfers between INCA Classrooms/Sites)

Children & families will have a smooth transition and continuity of services when they change sites within INCA.

- The Area Supervisor/FEC will notify the teacher of a child exiting from a Head Start site and requesting a transfer to another Head Start site as soon as this information is known.
- Area Supervisor/FEC will enroll the child into the transfer site if an opening is available.
- When a child leaves a site, the teacher will review the child's record for completeness, including all screening & assessment materials. Any child abuse reports or other confidential information will also be placed in the file for transfer.
- The teacher will send the file to the Area Supervisor/FEC.
- The Area Supervisor will complete a status change form to notify all appropriate staff. Documentation of the transfer will be maintained in Child Plus database.
- The Area Supervisor/FEC will be responsible:

- for taking the file to the new teacher if the child has moved to another center in that Area Supervisor's assigned area.
- For taking the file to the receiving Area Supervisor/FEC If the child is moving to a center that is assigned to a different Area Supervisor/FEC.
- When the new teacher receives the file, they will review the file, remove child abuse reports or other confidential information to a separate file.
- Receiving Area Supervisor/FEC will contact the family to arrange a time for a visit to the new classroom, set a start date, and any necessary pre-planning (consultation with speech/language pathologist or special services provider).

INCA reserves the right to transfer children to different sites to ensure a balanced classroom.

### **Definitions/Acronyms**

PC - Policy Council  
 GB - Governing Board  
 INCA - Head Start and Early Head Start programs  
 HS - Head Start program  
 EHS - Early Head Start program  
 FEC - Family Engagement Coordinator

### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.