


Performance Standard:	Program Operations Sub-Part G Transition Services	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	Subpart G, Transitions 1302.70	
PC Approval Date:	9/2017	
GB Approval Date:	9/2017	
Form:		
Responsible:	Area Supervisor/FEC, Teacher	

Transitions from Early Head Start

Policy

INCA assists children and families transitioning from Early Head Start to other placement.

Transitions from Early Head Start

INCA'S Early Head Start program implements strategies and practices to support successful transitions for children and their families transitioning out of our Early Head Start program. A smooth transition from one early childhood learning program 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.

Timing for Transitions

To ensure the most appropriate placement and service following participation in Early Head Start, the program, at least six months prior to each child's third birthday, implements transition planning for each child and family that:

- Takes into account the child's developmental level and health and disability status, progress made by the child and family while in Early Head Start, current and changing family circumstances and, the availability of Head Start, other public pre-kindergarten, and other early education and child development services in the community that will meet the needs of the child and family; and,
- Transitions the child into Head Start or another program as soon as possible after the child's third birthday but permits the child to remain in Early Head Start for a limited number of additional months following the child's third birthday if necessary for an appropriate transition.

Family Collaborations

The program collaborates with parents of Early Head Start children to implement strategies and activities that support successful transitions from Early Head Start and, at a minimum, provides information about the child's progress during the program year and provides strategies for parents to continue their involvement in and advocacy for the education and development of their

child.

Early Head Start and Head Start Collaboration

Early Head Start and Head Start programs work together to maximize enrollment transitions from Early Head Start to Head Start, consistent with the eligibility provisions in 1302.10-1302.18, and promote successful transitions through collaboration and communication.

Transition Services for Children with an IFSP

The program provides additional transition services for children with an IFSP, at a minimum, as described in 1302.60-1302.63.

Definitions/Acronyms

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. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.