


Performance Standard:	Part 1302	<p>INCA Community Services</p> <p>Head Start & Early Head Start Policies and Procedures</p> 
Sub Category:	Subpart G, Transitions 1302.71, 1302.60-63	
Policy Council Approval Date:	9/2017	
Governing Board Approval Date:	9/2017	
Forms:	Transition schedule, Transition Packet, Family Conference Form	
Responsible:	Area Supervisors/FEC, Teaching Staff, Education Manager, Health Services Manager	

Transitions from Head Start to Kindergarten

Policy

INCA assists children and families transitioning from Head Start to Kindergarten.

Transition from Head Start to Kindergarten

When serving children who will enter kindergarten in the following year, the program implements transition strategies to support a successful transition to kindergarten.

Family Collaboration for Transitions

- INCA collaborates with parents of enrolled children to implement strategies and activities that will help parents advocate for and promote successful transitions to kindergarten for their children, including their continued involvement in the education and development of their child. At a minimum, such strategies and activities:
 - Help parents understand their child's progress during Head Start;
 - Help parents understand practices they use to effectively provide academic and social support for their children during their transition to kindergarten and foster their continued involvement in the education of their child;
 - Prepare parents to exercise their rights and responsibilities concerning the education of their children in the elementary school setting, including services and supports available to children with disabilities and various options for their child to participate in language instruction educational programs; and,
 - Assist parents in the ongoing communication with teachers and other school personnel so that parents can participate in decisions related to their children's education.

Community Collaborations for Transitions

The program collaborates with local education agencies to support family engagement under section 642(b)(13) of the Act and the State Department of Education, as appropriate, and

Kindergarten Teachers to implement strategies and activities that promote successful transitions to kindergarten for children, their families, and the elementary school.

- At a minimum, such strategies and activities include:
 - Coordination with schools or other appropriate agencies to ensure children's relevant records are transferred to the school or next placement in which a child will enroll, consistent with privacy requirements in 1303.20-1303.24;
 - Area Supervisors/FEC will record the child's school district on the electronic reporting system each year.
 - Communication between appropriate staff and their counterparts in the schools to facilitate continuity of learning and development, consistent with privacy requirements in 1303.20-1303.24;
 - Area Supervisors/FEC will send a list of prospective in-coming students to each of their assigned school districts in April of each year.
 - Prepare children for and involving children in transition experiences; and,
 - Participation, as possible, for joint training and professional development activities for Head Start and kindergarten teachers and staff.

Learning Environment Activities

INCA implements strategies and activities in the learning environment that promote successful transitions to kindergarten for enrolled children, and at a minimum, includes approaches that familiarize children with the transition to kindergarten and fosters confidence about such transition.

- Area Supervisor/classroom staff will check with Head Start Parents during their spring parent/teacher conference to find out if they would like their children's Head Start records transferred and to which school district or program. Head Start parents will sign a Consent for a Release of Confidential Information form before any records are released. Area Supervisor will provide information on transfer at this time.
- Teacher and Assistant Teacher of four-year-old children transition to Kindergarten, in conjunction with Area Supervisor/FEC will develop a Transition Schedule for their classrooms.
- Transition packets will be completed prior to the spring Parent /Teacher conference or before the child leaves the program. Parents are instructed to take the packet to the public school during pre-enrollment for Kindergarten.
- Calendars and newsletters will be posted on transition for parents.
- Representatives from schools the children may attend are invited to speak each spring at parent meetings. It is important to represent all the schools children will attend. If a staff representative cannot attend, that school's information will be shared.
- Head Start sites will schedule a visit to a Kindergarten classroom in their attendance area in the spring (April-May). Parents are encouraged to attend. These visits will be scheduled by Area Managers. Children who return to Head Start will not participate.
- At the March-May Parent Committee Meeting transition will be the main focus. Topics will include:
 - Parent role in the transition process
 - Documents needed to enroll a child into Kindergarten,
 - School District timelines for school transfer request
 - School visitations
 - And other pertinent information for that school district
- The Area Supervisor will be available to talk with parents regarding transition at parent meetings.
- Requests for child records from a non consented service provider must be accompanied by a parent signed release of information.

- Collaborate with the school districts to determine the availability of summer school programming for children who will be entering kindergarten and work with parents and school districts to help enroll children in such programs if appropriate. (1302.71(e))

Transition Packets

- Transition packets are the primary tool for sharing information about the child's growth and development. The transition packet will be provided for all children going on to kindergarten or another preschool placement.
- These will be completed prior to the spring Parent/Teacher conference or before the child leaves the program.
- Each transition packet will include
 - Health Summary from Child Plus
 - Child Immunization Record
 - Birth Certificate
 - IEP and Lap D Assessment report in their child portfolio.
- Parents will be instructed to take the packet to the public school when pre-enrolling for Kindergarten.

Family Collaboration for Transitions

INCA collaborates with parents of enrolled children to implement strategies and activities that will help parents advocate for and promote successful transitions to kindergarten for their children, including their continued involvement in the education and development of their child. INCA's school readiness goals as well as individualization for each child will be considered.

- At a minimum, such strategies and activities:
 - Help parents understand their child's progress during Head Start;
 - Help parents understand practices they use to effectively provide academic and social support for their children during their transition to kindergarten and foster their continued involvement in the education of their child;
 - Prepare parents to exercise their rights and responsibilities concerning the education of their children in the elementary school setting, including services and supports available to children with disabilities and various options for their child to participate in language instruction educational programs; and,
 - Assist parents in the ongoing communication with teachers and other school personnel so that parents can participate in decisions related to their children's education.

Family Conference Forms will be developed in partnership with families and will summarize the child's development in each of the following areas:

- Social/Emotional,
- Cognitive,
- Physical,
- Language,
- Social Studies,
- Art, Science and Technology,
- as well as considerations for Dual Language Learners and children on IFSPs.

The Family Conference Form will also contain the following:

- The Kindergarten class the child will be attending and information regarding school readiness.

- Family comments,
- Observations and specific steps for home activities to do over the summer to continue to prepare the child for kindergarten and strengthen the family-child relationship.
- The teacher will leave two copies of the Family Conference Form with the family along with the Child's Portfolio and Family Observation Journal.
 - The second copy of the Family Conference Form is for the family to take when they meet with their child's kindergarten teacher.
- The Family Conference Form will become a part of the Student Education Record. A copy of the Family Conference Form and a summary form of the child's developmental screening will be forwarded to the appropriate kindergarten.

Transition Services for Children with Special Needs (IEP/IFSP)

INCA provides additional transition services for children with an IEP, at a minimum, as described in 1302.60-63.

- The Education Manager and Health Services Manager will meet regularly with LEA's to discuss transition activities for children with disabilities. (1302.61(2)(i)(ii); 1302.63)
 - To develop transition plans for children with IFSP/IEP.
 - To encourage a cooperative exchange of information concerning child records and individual child transition planning meetings.
 - To review and update the transition process each fall.
- Health Services Manager, Education Manager, and Area Supervisor/FEC will be involved in meetings with Sooner Start in order to begin the transition process for children with special needs at least six months before the child's third birthday.
- A transition plan will be developed with the input of all parties involved in order to ensure a smooth transition from the Head Start program.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
 HS - Head Start program
 EHS - Early Head Start program
 FEC - Family Engagement Coordinator
 IFSP- Individualized Family Service Plan
 IEP- Individualized Education Program
 SoonerStart - Oklahoma's early intervention program designed to meet the needs of infants and toddlers with disabilities and developmental delays.

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incaaa.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.