

Sweetwater School District #1 Head Start Transition Plan and Procedure

Sweetwater School District #1 Head Start is committed to the smooth, effective, and efficient transition of children and their families into, through and out of Head Start. Staff receives training to develop and implement effective methods of assisting children and their families in the transition process. To ensure that this occurs the following procedure is followed.

Documentation of the process for the children and their families is tracked on a form that is kept by the Program Information Specialist with transition responsibilities.

Documentation is pulled from sources such as child plus data (home visit, parent teacher conference dates), meeting, program, and activity notices, assessment completion dates, etc. At the conclusion of the program year, the forms are filed in the child's permanent file.

A detailed notebook containing timelines and documentation of the transition to public school procedure is kept by the Program Information Specialist assigned transition responsibilities.

Into Head Start

- Families are assisted with the application process
- Information regarding our local program as well as an overview of the Head Start program is provided
- The transition tracking form is started
- Assistance is provided to those families that express or demonstrate a need in completing the requirements for enrollment (Round Up)
- Families are advised of their child's acceptance and pending enrollment via a telephone call and follow up letter
- An orientation is provided for both parent and child
- Children receive a phone call or post card after orientation
- Parents and their children receive an initial home visit from the classroom staff
- Parents are encouraged to attend school with their child on the first few days of school (Head Start Days)
- Staff attend meetings for children with an IEP at enrollment and are provided a copy of the goals of the IEP and any other accommodations that are necessary

Through Head Start

- Elections for Policy Council and other positions are held
- Monthly parent meetings and/or activities are held
- Parent and teacher conferences and a second home visit are provided
- The children are observed and assessed and progress is tracked on the Creative Curriculum Assessment tool
- A portfolio of the child's work and experience is kept throughout the year

- Family Services Manager completes a Transfer Form for those children that transfer within the program (i.e. one classroom to another)

Out of Head Start

- Children who exit the program complete an Exit Form. Copies of any records are provided to families as requested. Information is shared with other agencies in accordance with the exit procedure.

For families with children that transition to the public school:

- Families are notified of pending transition and transition meeting dates
- Parents are invited to attend a transition meeting held in conjunction with local elementary school personnel
- Children entering public school with an IEP follow the district transition procedure
- Parents are invited to attend a final parent activity
- Staff prepare children for the end of the year, give them their portfolio, provide closing activities
- A follow up post card is sent to each child mid summer

For those children returning to Head Start

- A final home visit is conducted

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