

Comprehensive Procedures for Transitioning Children & Families
Performance Standard: 1304.41(c)

Enrollment Transition into EHS/HS			
Tasks & Activities	Timeframe	Staff Responsible	Applicable Forms
Eligibility/Enrollment Department prints family Admissions packets at the beginning of the program year. Family Service staff print Admission packets as needed throughout the program year.	Upon enrollment and within 30 days of open spot. HV Timeline	Eligibility / Enrollment Family Services staff (FS staff)	Admissions Packet in Child Plus (AD1000)
Set up meeting date and time and what to bring with the family for admission. *Consider if the family will need an interpreter.	Upon enrollment and within 30 days of open spot. HV Timeline (1 st Home Visit)	FS staff	
Initial meeting with the enrolling family and the FW or HV.	Upon enrollment and within 30 days of open spot. HV Timeline	FS staff	Admissions Packet (AD1000)
Complete the HDNA with the family, and if “red flags” are identified follow procedures on the form.	Upon enrollment and within 30 days of open spot. HV Timeline	FS staff Health Dept.	HDNA and any other necessary health forms
Identify if the child is an English Language Learner (ELL) and notify the Language Services Coordinator.	Upon enrollment and before entry.	FS staff	Admissions Packet Notification of an English Language Learner
Identify any child with special needs and notify the Disabilities Department.	Upon enrollment and before entry.	FS staff	Notice of Enrolled Child With Special Needs
Make necessary accommodations for children with disabilities.	Upon enrollment and before entry	FS staff Disabilities/Mental Health Dept.	

EHS 2.5 (30 mos) Year Old Transition			
Tasks & Activities	Timeframe	Staff Responsible	Applicable Forms
Determine which children will be turning 2.5 (30 mos) within the program.	Upon entry	FS staff	Child Plus Organizer
If child has an IFSP, contact Disabilities Dept. to obtain IFSP 2.5 purple advocacy folder in order to review with and distribute to family. Document on orange child file cover sheet.	Child turns 30 months	FS staff	Purple advocacy folder, orange child file cover sheet
CD and FS staff will meet to begin the paperwork process and use data found in the child file to complete the family profile and goals, child strengths and development, child health status, and ideas for easing transition. Discuss possible activities for the action plan.	2 months prior to the child turning 30 months	Child Development staff (CD staff) FS staff	ITP
<p>Identify whether the child will be age eligible to transition to HS in the next program year based on the 9/1 cutoff date. This will determine necessary activities for the action plan.</p> <ul style="list-style-type: none"> A. Eligible to transition to HS – Re-verify eligibility, Identify appropriate site/ program options and visit with the family. B. Not age eligible for HS and not age eligible to continue in current center - Identify appropriate site/ program options and visit with the family C. Not age eligible for HS and is age eligible to continue in current center – continue enrollment in current center for the upcoming program year. <p>Contact potential receiving Family Service staff. Ensure that the child is placed on the appropriate waitlist. List specific transition activities that will occur in the classroom</p>	Prior to the scheduled transition meeting	FS staff	<p>Eligibility form and supporting documents</p> <p>ITP</p>
Schedule a transition meeting with the parent and the Child Development staff. Consider if the family will need an interpreter.	1 month prior to the child turning 30 months	FS staff	

EHS 2.5 (30 mos) Year Old Transition

FS and CD staff meets with parent to share the information on the ITP and to elicit additional information from the parent. Staff will partner with the parent to develop the action plan for the transition.	Must be completed no later than the day the child turns 30 months	FS and CD staff	ITP
Input ITP completion date in Child Plus - Health Module.	Within 5 days from completion	FS staff	Child Plus report 3015
Complete "Transition To" field in Child Plus based on ITP if end of year.	End of March	FS staff	ITP Child Plus report EL009
Follow the action plan as developed with the parent. Provide resources as needed.	Refer to action plan	FS and CD staff	ITP

In-House Transitions
(Class to class, center to center, etc.)

Tasks & Activities	Timeframe	Staff Responsible	Applicable Forms
Sending CD and FS staff will meet to begin the paperwork process and use data found in the child file to complete the family profile and goals, child strengths and <i>development, child health status, and ideas for easing transition. Discuss possible activities</i> for the action plan.	Prior to the child transitioning	FS and CD staff	ITP
Schedule a transition meeting with the parent and the sending and receiving family service and child development staff. Receiving FW/ Teacher/ HV needs to know about ELL, special needs, IEP/IFSPs, Behavior plans, and/or Plans of Action before the child transitions. Consider if the family will need an interpreter.	Prior to the child transitioning	Sending FS staff	ITP
FS and CD staff meets with parent to share the information on the ITP and to elicit additional information from the parent. Staff will partner with the parent to develop the action plan for the transition.	Prior to the child transitioning	Sending and receiving FS and CD staff	
*3rd year HS enrollment requires re-verification of eligibility.	End of March	FS staff	Eligibility and supporting documents
Follow the action plan as developed with the parent. Provide resources as needed.	Refer to the ITP	FS staff CD staff	ITP
Complete "Transition To" field in Child Plus based on ITP, if end of year.	End of March	FS staff	ITP Child Plus report 2030 Transition Checklist (yellow)
Complete the Notification of Family Transition. Scan to Family Transition folder. *Ensure that requirement information and Child Plus data is updated	Prior to the child transitioning	Sending FS staff	Notification of Family Transition
Transfer the child file to the receiving site. Items to collect and send to the new site: <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> ✓ Child file ✓ Child file summary sheet ✓ Portfolio collections </div> <div> <ul style="list-style-type: none"> ✓ Observation records ✓ Child's personal items </div> </div>	Child file must be at receiving center on the child's first day attending the new site	Sending and receiving FS staff	

Transitions Out of SHS to Kindergarten or Other Program			
Tasks & Activities	Timeframe	Staff Responsible	Applicable Forms
Determine which children are age eligible for kindergarten in the next school year based on 9/1 cutoff requirements. (Kindergarten(K) only)	Upon Entry	FS and CD staff	
Start the conversation about transition to kindergarten with families. (K only)	Fall	FS and CD staff	
Explore kindergarten options with the parent such as; visiting kindergarten classrooms, visit school website, determine type of program, etc. (K only)	September - January	FS staff	
If transitioning out of city or state refer to Head Start locator on the ECLKC website. (Not required for K transition.)		FS staff	
Provide parent with a Transition Packet. Include all necessary forms based on Transition Packet cover sheet. Review Transition Packet contents with parent.	January - February	FS staff	Transition Packet
CD and FS staff will meet to begin the paperwork process and use data found in the child file to complete the family profile and goals, child strengths and development, child health status and ideas for easing transition. Discuss possible activities for the action plan.	January - February	FS and CD staff	Individual Transition Plan
Schedule Transition Meeting or Second Conference with the parent and the Child Development staff. Consider if the family will need an interpreter.	January - February	CD staff FS staff (optional)	
Complete the Individual Transition Plan prior to or at the Second Conference. FS and CD staff meets with parent to share the information on the ITP and to elicit additional information from the parent. Staff will partner with the parent to develop the action plan for the transition.	January - February	FS and CD staff	Individual Transition Plan Second Conference Form
Complete the Notification of Family Transition. Scan to Family Transition folder. Ensure that requirement information and Child Plus data is updated. (Not required for K transition.)	Prior to the child transitioning	Sending FS staff	Notification of Family Transition

Transitions Out of SHS to Kindergarten or Other Program

Plan a Kindergarten Transition Parent Meeting. Invite the kindergarten teacher. (K only)	March - May	FS staff & Site Supervisor/Head Teacher	
Plan a Transition Meeting for children with IEPs and/or behavior plans (Or attend Transition IEP meeting if already scheduled by the school district).	March - May	Disabilities Manager, FS and CD staff	
Conduct a collaboration meeting with local Kindergarten teachers. Setup a field trip to the local kindergarten classroom, if possible. (K only)	March - May	CD staff and Home Visitors	Permission to Share Child Outcomes
Provide specific Kindergarten Transition activities in the classroom. (K only)	May - June	CD staff	Weekly Lesson Plan
Provide parents with child outcomes and portfolios at the Final Home Visit or child's last day in program if leaving mid-year.	May - June	CD staff and Home Visitors	Individual Child Detail Report Final Home Visit Form

Transitions For Pregnant Moms			
Tasks & Activities	Timeframe	Staff Responsible	Applicable Forms
Meet with enrolled pregnant mom to develop the Family Partnership Agreement. This will focus around transitioning the child into center when age eligible, and help to determine which program option or center/site will best meet the family's needs after baby is born.	Upon enrollment	FS staff	FPA
Sending and receiving FS staff will communicate about potential openings.	Prior to due date	FS staff	
FS Staff and mom meet to complete the ITP, using data found in the child/prenatal file to complete the family profile and goals, child strengths and development, child health status, and ideas for easing transition. Discuss possible activities for the action plan. Additional child information will be added post natal.	Prior to due date ITP within 30 days of enrollment	FS staff	ITP
Follow the action plan as developed with the parent. Provide resources as needed.	Prior to due date	FS staff	ITP
Add child to the family in Child Plus. Send updated application to ERSEA department to create enrollment record for newborn.	After actual date of delivery	FS staff	Application
Following delivery a 2 week postnatal is completed.	Within 2 weeks postnatal	FS staff MH Consultant Health Consultant	HV Record
Transfer the prenatal file to the receiving site at which time the receiving FS Staff will complete the enrollment process for the infant. Update Child Plus data.	Upon enrollment	FS staff	CP and Admissions packet