

NEIGHBORIMPACT HEAD START & EARLY HEAD START	
Policy & Procedure	
SECTION: Services for Children with Disabilities	PC Approval Date:
Title: ECSE/ Head Start Kindergarten Transition Procedure	Update:
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Performance Standards:	PAGE 1 of 2

Preparing for transition out of Head Start into Kindergarten is an ongoing process. Parents and children are most successful in their next placement when given the opportunity to actively prepare for the next step. When parents have a child with an identified disability who will transition into public school or different placement, it is important to discuss the process at an early stage as we educate and instill parental advocacy regarding Special Education.

Procedure:

Before and During Transition Year

Teachers, Family Educators, and Family Advocates

1. Start discussing transition process regarding Special Education Services in public school. Discussion topic may include but not limited to;
 - Eligibility determination before transition meeting between Head Start, ECSE, and public school.
 - Importance of tracking and showing child’s developmental progress through child’s portfolio, Creative Developmental Continuum, along with other Head Start materials to the public school at any time or during the transition meeting.
 - Encourage parents to visit next placement and meet staff.
 - Educate parents about their rights in public school regarding Special Education. Refer to the *Parents Rights for Special Education (K-18) Notice of Procedural Safeguards* manual.
 - When will transition meeting occur, what to expect, and who will attend, and their rights again.
 - The difference between the IFSP and IEP.
 - Provide resources to help with the transition.

Spring of Transition Year

Teachers and Family Educators

1. Attend scheduled Transition Meeting initiated by ECSE with Parents, ECSE Service Coordinator, Special Education School Representative, School Psychologist, and Head Start Disabilities Specialist. **(April and or May)**
 - Notice of Team Meeting from ECSE is faxed/mailed to Disabilities Specialist to be distributed to appropriate Head Start teacher.
 - Notice of Team Meeting includes date notice sent out, child’s and parents’ name, purpose of meeting, date, time, location, who to call if unable to attend or needing rescheduling, and team member with titles to be included in the meeting.

2. If an Annul Review or 6-Month Review is close to the Transition date, the ECSE Service Coordinator may choose to combine the two. Be aware of this possibility and always document it in the Family/Child Contact Record.

3. Follow Kindergarten Transition Procedure

Note: If Family Advocate has been closely involved with the family pertaining to the child's disability, it is highly recommended that s/he attends all IFSP meetings including the Transition Meeting.

Related Regulations: 1308.4(g), 1304.40(h)(1) – (4), 1304.41 (a)(2)(iv), 1304.41(a)(2)(vii), 1304.41(c)(1), 1304.41(c)(1)(i) – (iv), 1304.41(c)