

Northeast South Dakota Head Start Program, Inc. Transition Plan

Component: Program Development				
Requirement	Implementation	Responsibility	Time Frame	Documentation
To develop a coordination / transition plan involving all parties working with the children.	Contacts will be made with school administrators and kindergarten teachers to discuss informally, ways the two entities can work together to provide a smooth transition from Head Start into the public & private schools.	Managers Coordinators Teachers Home Visitors	Yearly	Time & Activity Log
	Attend transition meetings with each school district.	Managers	Yearly	Agendas Attendance
	Head Start Policy Council will review & assist with updating the Transition Plan during self assessment.	Head Start Policy Council	March / April	Agenda Minutes
Component: Coordination				
Requirement	Implementation	Responsibility	Time Frame	Documentation
Written Interagency and Transition Agreements	Head Start will work with school district to develop transition plans.	Managers / School Administrators	Yearly	Meeting Minutes Plans
	Assist with preschool screenings	Managers Coordinators	Yearly	Time & Activity Log
Component: Communication				
Requirement	Implementation	Responsibility	Time Frame	Documentation
To provide channels of communication between Head Start staff, schools, and others serving preschool children.	Head Start staff will provide information about the program at School Board Meeting, administration meeting, parent meetings and teacher in-service training as requested by schools.	Head Start Staff	Yearly	Time & Activity Log
	Kindergarten teachers & appropriate LEA administrators will be invited to meet with Head Start parents & staff, formally or informally, to: a) clarify expectations for children; b) help develop family partnerships with LEA teachers; c) discuss what routines are the same and what ones are different; and d) plan for supporting non-English speaking families.	Head Start Staff	Minimum: Yearly	Time & Activity Log Parent Mtg. Agendas Attendance
	Kindergarten teachers will be invited to spend a day in their local Head Start Center or Home Base.	Director Education Coord.	Yearly	Staff Meeting Minutes
	Head Start staff will attend and be involved in the IEP process for children diagnosed with a disability.	Teachers Home Visitors	Yearly	IEP
Component: Transition Plan				
Requirement	Implementation	Responsibility	Time Frame	Documentation
Written Transition Plan	A transition plan will be developed & updated and shared with staff.	Managers	Yearly	Transition Plan
Component: Transfer of Records				
Requirement	Implementation	Responsibility	Time Frame	Documentation
Transfer of records to schools.	Records will be provided to parents at their request to be transferred to school districts.	Teachers Home Visitors	September	Signed Release
	Have parents sign an authorization to release their child's name to the school district for enrollment and transition purposes.	Coordinators Teachers / Home Visitors	August September	Signed Authorization

Northeast South Dakota Head Start Program, Inc. Transition Plan

Component: Professional Development				
Requirement	Implementation	Responsibility	Time Frame	Documentation
To provide for opportunities for joint transition related training.	Provide Head Start Staff information & training on state Early Childhood Standards	Managers Coordinators School Staff	Fall	Agenda Attendance
	Provide information regarding Head Start Trainings to schools, private day care, & private preschools.	Training Coordinator	On-going	Memo Agenda
	Provide schools, private day care & private preschools with information regarding Head Start Outcomes Framework.	Education Manager Ed. Coordinators	Yearly	Copy of Outcomes
	Make Head Start staff aware of trainings provided by the schools.	Training Coordinator	On-going	Copies of Agendas
	Set up opportunities for school staff, Head Start staff & other early childhood development program staff to discuss developmentally appropriate practices, kindergarten readiness issues and expectations.	Education Coordinators	On-going	Attendance
Component: Parent Involvement & Education				
Requirement	Implementation	Responsibility	Time Frame	Documentation
To involve parents in the development and evaluation of the transition plan and activities. To help prepare parents for the transition experience.	Provide parents that will have children entering kindergarten with a Transition Packet: What Can I Do? Easing the Transition from Head Start to the Public School.	Managers	Fall	Manager Meeting Minutes
	Provide Head Start Parents that will have children entering kindergarten with a folder with page protectors in which to keep their child's birth certificate, immunization, Child Progress reports & other transition information.	Managers	Fall	Manager Meeting Minutes
	A Transition Summer Packet (On The Move) will be given to all parents that have children entering kindergarten.	Managers	May	Manager Meeting Minutes
	Family Service Coordinators will contact families from the previous school year to determine if they need any assistance with the transition.	Family Service Coordinators	August	Time & Activity Log
	Provide parent with information about Head Start Outcomes and how they relate to their child transitioning to kindergarten.	Teachers Home Visitors	October February May	Progress Reports Home Visit & Conference Forms
	Head Start Parents will be informed of any school sponsored parent information meetings, kindergarten screenings, registration dates, visitation days & cafeteria days when children can eat at the school. Family Service & Education Staff will assist families with scheduling and transportation, if necessary.	Family Service Coordinators	Spring	Time & Activity Log
	Head Start will link parents that have children entering kindergarten with other parents that have children in school & organize parent informational nights.	Family Service Coordinators Education Coordinators	Spring	Meeting Agenda Attendance

Northeast South Dakota Head Start Program, Inc. Transition Plan

	Head Start coordinates with school districts to assist families in participating in district scheduled transition activities.	Education Coordinators	Spring	Lesson Plans Meeting Minutes
	Head Start assists families in making sure their children are up to date on their immunizations before entering school.	Health Coordinator Family Service Coordinators	On-going	Health Records
	Head Start staff works with parents to involve them in all aspects of their child's education and encourages them to continue their involvement once the child enters the school system.	Teachers Home Visitors Family Service Coordinators	On-going	Meeting Minutes Home Visit Forms Volunteer Forms
Component: Monitoring / Evaluation				
Requirement	Implementation	Responsibility	Time Frame	Documentation
To evaluate and update the transition plan.	The transition plan will be evaluated and updated yearly by Head Start staff, parents and school staff.	Head Start Staff School personnel	May / June	Agendas Attendance
	The Head Start transition plan will be reviewed during the annual self assessment	Self assessment team members	March / April / May	Self Assessment Report
	Use Assessment of Current Transition Practices Checklist to evaluate transition plan.	Head Start staff / parents	March / April / May	Checklist