

Transitioning Children and Families from Early Head Start

1302.70 Transitions from Early Head Start. (a) *Implementing transition strategies and practices.* An Early Head Start program must implement strategies and practices to support successful transitions for children and their families transitioning out of Early Head Start. (b) *Timing for transitions.* To ensure the most appropriate placement and service following participation in Early Head Start, such programs must, at least six months prior to each child's third birthday, implement transition planning for each child and family that: (1) Takes into account the child's developmental level and health and disability status, progress made by the child and family while in Early Head Start, current and changing family circumstances and, the availability of Head Start, other public pre-kindergarten, and other early education and child development services in the community that will meet the needs of the child and family; and, (2) Transitions the child into Head Start or another program as soon as possible after the child's third birthday but permits the child to remain in Early Head Start for a limited number of additional months following the child's third birthday if necessary for an appropriate transition. (c) *Family collaborations.* A program must collaborate with parents of Early Head Start children to implement strategies and activities that support successful transitions from Early Head Start and, at a minimum, provide information about the child's progress during the program year and provide strategies for parents to continue their involvement in and advocacy for the education and development of their child. (d) *Early Head Start and Head Start collaboration.* Early Head Start and Head Start programs must work together to maximize enrollment transitions from Early Head Start to Head Start, consistent with the eligibility provisions in subpart A, and promote successful transitions through collaboration and communication. (e) *Transition services for children with an IFSP.* A program must provide additional transition services for children with an IFSP.

To ensure the most appropriate placement and service following participation in Early Head Start, transition planning **MUST** occur for each child and family **at least six months prior to the child's third birthday.**

Early development and implementation of a plan for a toddler's transition to preschool focuses parents/caregivers and staff on supporting the continuing growth of the child and success of the family.

Transition planning must address the following:

- The appropriate placement of a child, given their needs and the availability of Head Start, ECEAP or other child development programs. This includes the steps to be taken by parents/caregivers AND staff to enroll the child in the program option the family chooses. The recommendation to transition from Early Head Start is based on solid transition planning that takes into consideration the child and family needs.
- The child meets the program's eligibility, enrollment and selection criteria.
- The placement is developmentally appropriate for the child.

TRANSITION TIMELINE:

The Early Head Start Transition Plan must begin at 30 months and be developed in partnership with the family. This plan is documented, thoroughly, in ChildPlus under the Education Tab by creating an EHS Transition Plan event. This begins the formal transition plan process in accordance with HS Performance Standards which state that this plan must be started at least six months (30 months) prior to each child's third birthday.

TRANSITION PROCESS:

Six Months Before Transition (At 30 Months):

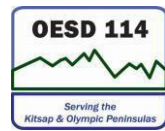
1. Early Head Start staff will visit with the family and initiate conversation about transition. Staff and family will discuss the family's desire or plan for preschool placement including eligibility guidelines and transition timelines.
2. The staff/family team will develop a written plan and staff will document this in the EHS TransitionPlan event tab in ChildPlus.

Three Months Before Transition (At 33 Months):

1. Staff will continue discussions with the family around the transition plan and document each conversation in ChildPlus under the EHS Transition Plan event.
2. Staff will discuss and review preschool options with the family based on individual child needs and family location.
3. Staff will contact potential site(s) that family would like their child to attend and will schedule a visitwith the family to the potential site and/or attend a plannedpreschool socialization.
4. Staff will email the appropriate ERSEA team member(s) (and cc their own supervisor) to inform them what the family needs and desires are regarding preschool.
 - Staff will email the ERSEA team about family plans even if the family is choosing not to participate in preschool services or is attending other services outside our program.
5. Staff will submit intake and selection criteria and eligibility documentation to the appropriate ERSEA team member based on established criteria.
6. All communication will be fully documented in ChildPlus under the EHS Transition Plan event.

One Month Prior to Transition:

1. Staff will ensure eligibility has been determined and completed.
2. Staff will reach out to receiving preschool site including teachers and Family Advocate to update them about the child that will be attending their site.



3. Staff will work in collaboration to schedule a joint staffing.
4. All communication will be fully documented in ChildPlus under the EHS Transition Plan event.

Two Weeks Before Transition:

1. A joint staffing is held with the family, Early Head Start staff and staff of the receiving program to determine roles and tasks in the transition process.
2. Early Head Start staff plan their final visit(s) in support of the family in their transition out of EHS services.