

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Transition to Head Start

POLICY:

The program will facilitate transition services for children and families enrolling in the Head Start program.

This policy relates to Head Start Performance Standards 45 CFR Part 1302.60, 1302.61 and 1302.70.

PROCEDURE:

1. Children and families will be given the opportunity to participate in planned program activities designed to ease their transition from home or other child care setting, into the Head Start program.
 - a. Opportunity to meet the staff and socially interact with a small group of children.
 - b. To view the classroom and be involved in activities that will become part of their daily schedule/routine;
 - c. To see buses and become conscious of the vehicle, staff and its purpose.
2. Methods for conducting transition activities will include one or more of the following:
 - . Open House
 - . Child-Find/Screening programs
 - . Phase-in program
 - . Individual center/classroom visits
3. Each family will have the opportunity to participate in orientation/transition activities to:
 - a. Receive information about the program, services, policies and procedures;

- b. To socially interact with staff, children and other Head Start families;
- c. To view Head Start facilities and materials;
- d. To participate in transition meetings for children leaving early intervention programs and/or with disability.
- e. To ensure the opportunity for participation of parents, LEA and Head Start personnel, along with the child's parent(s) will take part of the IFSP transition plan / process for children transitioning from Part C (Kentucky's Early Intervention System) to Part B. These meetings are also meant to ensure the appropriate steps are taken in a timely manner toward transition at age 3 and the implementation of the IEP once the child enters the Head Start program.