

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

Transition Within Head Start

POLICY:

Children and families will have a smooth transition and continuity of services when they change sites, delegate programs and/or program options within Head Start.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.40(h) (1-4).

PROCEDURE:

1. When a child transfers to another site or program within the same delegate Head Start program, the FSW/Home Visitor at the site the child is leaving will:
 1. Review the child's file for completeness. (Include family file information if there will be a new FSW)
 2. Place any child abuse reports or other confidential information in the file.
 3. Complete a "Change of Status" form and place in front of the child's file.
 4. Bring file to the Head Start central office for transition to the new Family Service Worker/Home Visitor.
2. When a child enters a new site, the FSW/Home Visitor and Teacher will:
 1. Review the file and remove child abuse report/other confidential information into a separate file.
 2. Contact the family to arrange a time for meeting and/or visiting the new site/classroom and set a start date.
 3. Consult with program managers and consultants about related services (transportation, therapy, special assistance, etc.) If applicable.

4. The program will ensure that all “Change of Status” information is entered into COPA.

Approved by the Policy Council August, 2007