

**East Missouri Action Agency, Inc. Head Start
Transition Policies and Procedures**

School District _____ Plan for year: 200__ - 200__

Contact person: _____ Date contacted: _____

Head Start Performance Standard Objective: 1304.40(h) Parent involvement in transition activities. (2) Staff must work to prepare parents to become their children's advocate through transition periods by providing that, at a minimum, a staff-parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress while enrolled in...Head Start. (3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must: (i) Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting. (ii) Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children's education.

Policies

Staff from both Head Start and public school will provide education and training to parents to

1. Prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting.
2. Encourage parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their child's education.

Procedures

Instructions: Check the following procedures on which you and your contact person agree.

HEAD START WILL:

_____ Encourage Head Start parents to attend informational meetings at the school.

_____ Give out registration, screening and other pertinent information to parents.

The above information is shared with parents through _____

_____ Give school screening—key items include vision, hearing, developmental, lead, and immunization—information (Report 3030).

_____ Talk about, read about and role play going to kindergarten as indicated on Weekly Plan for week of _____.

 x Offer a parent or cluster meeting on a transitional topic. This will include providing education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting.

Note: Give parents information from "Connecting Head Start Parents to the Public School Setting" or other material, including "Rights and Responsibilities" and successful ways to interact with school personnel.

(Check one.)

_____ Meeting topic: _____ Date: _____

_____ As discussed on _____, parents stated that they were not interested in a discussion about kindergarten.

_____ During the last Parent-Teacher Conference teachers discuss with parents 1) their child's progress on outcomes during their Head Start experience and 2) the "Ways Your Child Continues Learning Over the Summer" handout, and 2) transitioning to kindergarten, including encouraging parents to share the child portfolio with his or her teacher.

THE SCHOOL WILL:

_____ Hold an **information meeting** called _____ in the spring which will take place on _____ . Head Start families are invited to attend.

_____ **Screen children** on (date, times and place) _____ .

_____ **Invite Head Start children to visit the school** on _____ . During this time they will _____ .

_____ Encourage kindergarten teacher(s) to: (circle all that apply)	When will this/these take place?
a) present a parent program on preparation for kindergarten.	_____
b) attend a tea with staff to share information.	
c) visit Head Start.	
d) for former Head Start children who are in their class, look at highlights in the child's Head Start portfolio at a time of their convenience, if parents request. This would be at the beginning of the school year. <i>Head Start performance standards state.- 1304.41 (c)(iv) These procedures must include.- Initiating meetings involving Head Start teachers and parents and kindergarten teachers to discuss the developmental progress and abilities of individual children.</i>	

_____ Summer opportunities for pre-kindergarteners include: _____

Date Report 3030 is sent to the school: _____