SUBJECT: Child transitioning out of OSU-EHS Program - CENTER

CFR: 1304.40(h) and 1304.41(c)

OBJECTIVE: To ensure the seamless transition out of Early Head Start

POLICY COUNCIL APPROVAL DATE: Pending

OPERATION PROCEDURE:

Process if child doesn’t have an IFSP

1. 6 months prior to child’s third birthday
   a. Family Advocate will give family 30 Month Transition Survey (Form #0016) to review and sign (survey is given at enrollment by the Family Advocate if the child will be transitioning within six months of enrollment)
      i. Indicated on the survey will be
         • Their Head Start or other educational center choice
         • Whether they need help in choosing a center
         • What happens if there is no opening on the 3rd birthday
      ii. Family Advocate will create an event in ChildPlus to start the transition process
   2. Family Advocate will upload a copy of the Transition Survey into ChildPlus
   3. Education Specialist will pull report #1007 at the beginning of every month and let teachers know who will be transitioning within two months
   4. Education Specialist will contact the center and let Teachers and Directors know which child needs an Individualized Transition Plan (ITP)
   5. Education Specialist will communicate with the Family Advocate the expected transition date
   6. Two months prior to a child transitioning, the teacher will complete the ITP
a. Plan will be filled out within two weeks

b. It will take into consideration the child’s:
   
   - Health status
   - Developmental level
   - Family demographics
   - Progress made by the child

7. Once completed, Teacher will email ITP to Education Specialist
   
   a. There will be a section on the plan to write when the Transition Meeting is scheduled

8. Education Specialist will confirm with Family Advocate, Teacher, and Director when the Transition Meeting will be held. Teacher will confirm with the Parent/Guardian

9. During the Transition Meeting, the plan will be signed by all participants to confirm everyone understands the child’s transition
   
   a. Post DECA will be administered during the meeting
   
   b. Family Advocate will attend if requested or if there are any social service concerns

10. Education Specialist will enter transition meeting summary into ChildPlus under the Health section and upload the Transition Plan

11. Education Specialist will call the center the week of the transition to discuss transition progress
   
   a. Center will need to keep attendance in both classrooms during the transition period

12. Education Specialist will make the Family Advocate aware of the anticipated start date in the new classroom
13. **Center Directors** must notify the **Family Advocate** when a child transitions out of EHS so a new child can be enrolled.

14. Once a child transitions out of EHS, the **Family Advocate** will mark in ChildPlus that the child has “completed” program and complete all “At the End of Enrollment” PIR questions.

*Some centers will not transition child if they are not potty-trained and or developmentally ready.*
Process if child does have an IFSP

1. Same process as above will be followed up until scheduling of the Transition Meeting

2. Meeting will occur after the child’s evaluation with their Local Education Agency (LEA)

3. The Family Advocate will find out when the evaluation is scheduled and let the Education Specialist know

4. Once the evaluation has occurred, the Teacher will schedule the Transition Meeting and let the Education Specialist know when the meeting is scheduled

5. The Education Specialist will contact the Help Me Grow (HMG) Service Coordinator and invite him/her to the meeting

6. The steps mentioned in the above “Process if child doesn’t have an IFSP” will take place during the Transition Meeting

7. Depending on the results of the LEA evaluation, there could be other possible things discussed at the meeting:

   a. HMG will go over results of the LEA evaluation
   
   b. If the child qualified for services, HMG will go over preschool options with everyone and family will be able to ask questions and choose the best option for their child
      
   c. Transportation will be discussed if the child will be coming to the center before or after intervention services
   
   d. If the child did not qualify for services, HMG will go over strategies that can best help support the child and family during the transition
If the child transitions to another educational setting:

1. If the Parent/Guardian indicates on the survey, they want their child to transition to a Head Start (HS) center in the area or other educational setting, the Family Advocate will facilitate this process.

2. Parent/Guardian will be given a list of HS centers and other preschools in the area.

3. Family Advocate will facilitate any tours.

4. Once the family decides on the preschool, the Family Advocate will contact that school to see about openings and paperwork needed for enrollment.

5. If there is an immediate opening, advocate will let the Education Specialist and Provider know.

6. Family Advocate will coordinate a day and time for the Transition Meeting.

7. The Parent/Guardian, Family Advocate, Education Specialist, and the preschool Education staff will attend the meeting.
   a. This meeting will take place at the education setting where the child will be attending.

8. The plan will be signed by all participants after the meeting to confirm everyone understands the child’s transition.
   a. Included in the plan will be an anticipated start date at the preschool.

9. Post DECA will be administered by the Provider prior to the child transitioning.

10. Education Specialist will enter Transition Meeting summary into ChildPlus under the health section and upload the signed ITP.

11. Family Advocate will follow up with the family the week before the child will be starting at the preschool to make sure everything is still on track.

12. On the day the child will be starting preschool, Family Advocate will contact both the preschool & the Parent/Guardian to make sure the child started and is doing well in the new classroom.

13. Family Advocate will communicate this progress to the provider and Education Specialist.
14. Once the child transitions, the Family Advocate will mark in ChildPlus that the child has “completed” the program and complete all “At the end of enrollment” PIR questions.