

**Sabine Parish School Board Universal Preschool
Head Start - Transition Plan
2010 - 2011**

Performance Standard	Task(s)/Objectives	School System Responsibilities/ Contact Person	Head Start Responsibilities/ Contact Person	Documentation	Date to be Completed
1304.20(f)(2)(iii) They Participate in and support efforts for a smooth and effective transition for children who, at age three, will need to be considered for services for preschool age children with disabilities	To collaborate with Sabine Parish School Board Child Search/Child Net	Sabine Parish School Board Child Search/Child Net	Head Start Director Mental Health/Disability Facilitator	Individual Education Plan Parent Contact Forms	On-going
1304.21(a)(3)(ii) Planning for routines and transitions so that they occur in a timely, predictable and unrushed manner according to each child's needs.	To establish routines that is consistent and supportive to the ages, attention spans, abilities, and temperaments of each child.		Teachers Mental Health/Disability Facilitator Education Facilitator	Daily Schedule Lesson Plans	Ongoing/Daily
	Children attend classes for the first week in small groups so that children and teachers have time to become accustomed to routines and schedules.		Center Directors Teachers	List of students and dates attended. Student Sign-in Sheet	August 2010
1304.40(h)(1) – (4) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title I of the Elementary and Secondary Education Act preschool program or a child care setting.	Orientation training is provided for parents seeking to enroll children in Even Start/Head Start for the fall.	Sabine Parish School Board Head Start	All Staff	Sign-in sheets	September 2010
	On-going communication between parents and Even Start/Head Start Staff for children transitioning from Even Start to Head Start.	Even Start Director Even Start Teachers Technical Learning College Sabine Parish Head Start	Center Director Even Start Director Head Start Teachers Even Start Teachers		Ongoing
	Classroom teachers conduct home visits.		Teachers visit in each home	Home visit form	August 2010
	Children participate in a variety of developmentally appropriate activities which prepare them for kindergarten		Center Directors Teachers	Lesson Plans	August – May 10 - 11

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	Children visit and tour the school where they will attend kindergarten.	Elementary Principals Kindergarten Teachers	Teachers	Lesson Plans Field Trip Forms	August & May 10-11
	Children with disabilities are served in all preschools by the Sabine Parish School Board. IEP's started in preschool will be continued when the child enrolls in kindergarten.	Special Education staff keeps records of students with disabilities and provides continuity when the child moves to kindergarten.	Mental Health/Disabilities Facilitator Classroom Teachers maintain records of children with disabilities.	IEP Plan Individualization Records	On-going
1304.40(h)(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 Early Head Start or Head Start	To conduct parent/teacher conferences twice a year and as needed.	Principals	All Head Start Staff	Parent/Teacher Conference Form	October 2010 January 2011
1304.40(h)(4) 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 and assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children's education.	Parent meeting is held to explain to parents how to help their child in school. An FPA is conducted with all Head Start parents to give each parent individual information regarding concerns they may have or that may arise during their child's school year.	Elementary Principals Kindergarten Teachers	All Head Start Staff Family Advocate	Sign-in Sheets FPA Forms	May 2011
1304.41(c)(1) Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings.	Parental/guardian's permission to release/share student records with the public school system is obtained in order to achieve a smooth transition.	Elementary Principals	ERSEA Coordinator Head Start Staff	Permission release forms	On-going

	A transition packet is given to each parent and child during preschool registration. The packet contains a summer calendar, literacy/art activities and gives suggestions to parents to help prepare their child for school expectations.	Preschool Administration Office	ERSEA Facilitator	Packet of information	Pre-K Registrations
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1304.41 (c)(1)(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start.	To ensure appropriate student information is entered into the PAMS System	Sabine Parish School System	ERSEA Coordinator	Student Files JPAMS System Records	Ongoing
1304.41(c)(1)(iii) Initiate meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children;	Parent meeting is held to explain to parents how to help their child be successful in kindergarten Transition/Advocacy Meeting Parent meeting is held to explain to parents how to help their child be successful in kindergarten and to be an advocate for their child.	Principals Kindergarten Teachers Elem..Special Education teacher	Director Center Directors Education Facilitator	Sign-In Sheets	May 2010
1304.41(c)(1)(iv) Initiating joint transition related training for Early Head Start or Head Start staff and school or other child development staff.	Transition training workshops are initiated and offered to staff and other area child development concerns in order to discuss effective transition strategies and to effectively communicate with parents of diverse backgrounds. Education concerning substance abuse, child abuse and neglect, and domestic violence is accomplished through either referrals and or parent meetings.	Project Celebration Office of Community Services	Director Mental/Health Disabilities Facilitator	Sign-In Sheets	August – May 2010 - 2011