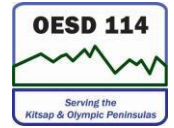




# Transitioning Children and Families—Prenatal to Kindergarten



Head Start Performance Standards	ECEAP Performance Standards
<a href="#">1302.70</a> , <a href="#">1302.71</a>	<a href="#">CO-2</a> , <a href="#">CO-3</a>

## Purpose

Olympic ESD 114 Early Learning department recognizes that the alignment of prenatal-kindergarten transition plans supports the program’s mission to promote family and child well-being and continuity of care. Supporting families during transition is a vital part of the experience of Early Head Start, Head Start, and ECEAP. We walk beside families as their child(ren) age, grow and move forward in their educational journey.

Transition is guided by the family and supported by Early Learning Staff—it is a structured way to process and prepare for changes in both child development and increased independence for both the child and the family as they prepare from the next stage of educational experiences. A Transition Plan is based on the outline and requirements of Head Start and ECEAP Performance Standards.

## Procedure

See below for the various transition(s) families will experience in our program. Transition is a process that begins the day we begin to work alongside a family until their final day of service.

## EARLY HEAD START TRANSITIONS

### PRENATAL TO INFANT ENROLLMENT *(EHS Home Based or Center-Based)*

When	What to Do	Who	ChildPlus
Two Week Visit	<ul style="list-style-type: none"> <li>Complete 2 Week Home Visit</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>Family Services tab—Home Visit Action</li> </ul>
Approximately Four Weeks <i>(Center Based)</i> to Six Weeks <i>(Home Visiting)</i>	<ul style="list-style-type: none"> <li>For Center-Based, children may not enter the Center prior to four weeks. Complete enrollment and orientation paperwork and processes.</li> <li>For Home Visiting, follow the 6-Week Postpartum Visit Schedule listed in Home Visiting Procedure.</li> <li>Complete Infant Data for Enrollment Tab</li> <li>Follow Infant Data to Enroll Procedure</li> <li>Send LDOS for mother to Supervisor and ERSEA Program Manager</li> <li>Send FDOS for child to Supervisor and ERSEA Program Manager <i>(LDOS for mother must be the day before FDOS for child)</i></li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>Pregnancy Tab</li> </ul>

### INFANT/TODDLER TRANSITION BETWEEN EHS HOME BASED AND EHS CENTER BASED *(or between EHS Home Visitors)*

When	What to Do	Who	ChildPlus
Prior to transition	<ul style="list-style-type: none"> <li>Determine if the transition can occur – determine caseload capacity for transition to occur</li> </ul>	Supervisor and ERSEA PM	
As Informed and within 2	<ul style="list-style-type: none"> <li>Set up Joint Staffing between EHS Home Visitor and Lead Teacher (or receiving EHS Home Visitor) to</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>Family Services tab—Home Visit</li> </ul>

weeks of transition	<ul style="list-style-type: none"> <li>discuss strengths, needs of family               <ul style="list-style-type: none"> <li>○ Current staff member supporting the family is responsible for arranging staffing with the receiving staff member</li> </ul> </li> </ul>		
Child Plus	<ul style="list-style-type: none"> <li>• Staff will have access to child in Child Plus when a child has any enrollment status in the new location (new, waitlist, accepted)</li> </ul>	Automatic/CP Team	
Prior to Transition Day	<ul style="list-style-type: none"> <li>• Home Visitor or Lead Teacher emails supervisor and ERSEA Program Manager of transition date</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	
Last Day of Service (LDOS)	<ul style="list-style-type: none"> <li>• Current staff send LDOS and receiving site to Supervisor and ERSEA Program Manager</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	

## INFANT/TODDLER TRANSITION OUT OF OESD EARLY HEAD START *(ex: moving, daycare, etc.)*

When	What to Do	Who	ChildPlus
As Informed	<ul style="list-style-type: none"> <li>• Offer to find EHS connection (if moving)</li> <li>• Offer CIS form, any portfolios, screening summaries, health and dental forms</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• Family Services tab—Home Visit</li> </ul>
Last Day of Service (LDOS)	<ul style="list-style-type: none"> <li>• Complete End of Program Year PIR (including Health PIR)</li> <li>• Remove future Home Visits</li> <li>• Email Supervisor, ERSEA Program Manager of LDOS and reason</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• PIR</li> <li>• Health PIR</li> <li>• Family Services tab—Home Visit</li> </ul>

## CHILD TO PRESCHOOL

Early development and implementation of a plan for a toddler's transition to preschool focuses parents/caregivers and staff on supporting the continuing growth of the child and success of the family. Per Performance Standards, the Early Head Start Transition Plan **must begin at 30 months** and be developed in partnership with the family. The EHS Home Visitor/EHS Lead Teacher documents all transition conversations in ChildPlus. The event is created by staff under Education tab, Transition Plan and follow steps as indicated.

Transition planning must address the following:

- The developmentally appropriate placement of a child, given their needs and the availability of Head Start, ECEAP or other child development programs. This includes the steps to be taken by parents/caregivers AND staff to enroll the child in the program option the family chooses. The recommendation to transition from Early Head Start is based on solid transition planning that takes into consideration the child and family needs.
- The child meets the program's eligibility, enrollment and selection criteria.

## CHILD TO PRESCHOOL—Turn Three DURING SCHOOL YEAR *(within OESD Head Start, ECEAP or CCP)*

When	What to Do	Who	ChildPlus
30 Months	<ul style="list-style-type: none"> <li>• Initiate conversation about transition with family. Staff and family will discuss the family's desire or plan for preschool placement including eligibility guidelines and transition timelines.</li> <li>• The EHS/family team will develop a written plan and</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• Transition Plan Event</li> </ul>

	<p>staff will document this in the EHS Transition Plan event tab in ChildPlus.</p> <ul style="list-style-type: none"> <li>• Schedule 33 Month Visit in ChildPlus</li> </ul>		
33 Months	<ul style="list-style-type: none"> <li>• Continue discussions with the family around the transition plan and document each conversation in ChildPlus under the EHS Transition Plan event.</li> <li>• Discuss and review preschool options with the family based on individual child needs and family location.</li> <li>• Email ERSEA team (and cc their own supervisor) to inform them what the family needs and desires are regarding preschool, including if they do not plan to attend preschool.</li> <li>• <i>Occasionally</i>: EHS staff will assist ERSEA with gathering intake and selection criteria and eligibility documentation.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• PIR</li> <li>• Health PIR</li> <li>• EHS Transition Event Action</li> </ul>
	<ul style="list-style-type: none"> <li>• Monitor completion of 33 Month discussion of EHS Transition Plan.</li> </ul>	Supervisor	
	<ul style="list-style-type: none"> <li>• At 34 months, ERSEA team emails Supervisor for follow up as needed.</li> </ul>	ERSEA Team	
35 Months	<ul style="list-style-type: none"> <li>• Confirm eligibility has been determined and completed and what waitlist site(s) child is assigned to.</li> <li>• All communication will be fully documented in ChildPlus under the EHS Transition Plan event.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• EHS Transition Plan Event Action</li> </ul>
Child Plus	<ul style="list-style-type: none"> <li>• Access to child in Child Plus will occur when a child has any enrollment status in the new location (new, waitlist, accepted)</li> </ul>	Automatically/CP Team	<ul style="list-style-type: none"> <li>•</li> </ul>
2 Weeks Prior to Transition <b>Once Child is in Accepted Status (space in a preschool is available – see below if no space is available)</b>	<ul style="list-style-type: none"> <li>• Reach out to preschool site(s) including teachers and Family Advocate to update them about the child that may be attending their site.</li> <li>• Work in collaboration to schedule classroom visit(s) with receiving site(s).</li> <li>• Schedule joint staffing with family, EHS staff, and staff of the receiving program to determine roles and tasks in the transition process.</li> <li>• Plan final visit(s) in support of the family in their transition out of EHS services with receiving site staff.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher HS/ECEAP Lead Teacher Family Advocate	<ul style="list-style-type: none"> <li>• EHS Transition Event Action</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide ChildPlus access to receiving site</li> </ul>	ChildPlus Team	
Last Day of Service	<ul style="list-style-type: none"> <li>• Send LDOS and receiving site to Supervisor and ERSEA Program Manager</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	
<b>When a preschool space is not available</b>	<ul style="list-style-type: none"> <li>• Staff will work with supervisor and ERSEA Program Manager to determine next steps.</li> <li>• 3 year olds will remain on home visiting caseloads for up to 3 months awaiting a potential preschool placement.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher Supervisor Program Managers	

	<ul style="list-style-type: none"> <li>○ After May 1<sup>st</sup> a child will remain on a home visiting caseload until placed in a preschool in August</li> <li>○ Exceptions will be reviewed by supervisors based on family need</li> </ul>		
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## CHILD TO PRESCHOOL— DURING LATE SPRING/SUMMER (within OESD Head Start, ECEAP or CCP)

If there is no program preschool option available before the end of the program year, the child may remain in Early Head Start throughout the summer. Early Head Start will continue to support IFSP services, including in planning for transition to an IEP, based on individual child and family needs. [1302.70 \(e\)](#)

When	What to Do	Who	ChildPlus
Summer	<ul style="list-style-type: none"> <li>• Follow all regular Transition Plan regarding eligibility, waitlists, enrollment, etc.</li> <li>• EHS continues to provide services based on plan established with their Supervisor and in alignment with family choices.</li> <li>• EHS and Preschool staff coordinate a transition meeting in August/September (once preschool staff calendar begins)—<i>this does not replace an initial contact visit</i></li> </ul>	EHS Home Visitor/ EHS Lead Teacher  Family Advocate	<ul style="list-style-type: none"> <li>• Transition Plan Event Action</li> </ul>
Child Plus	<ul style="list-style-type: none"> <li>• Access to child in Child Plus will occur when a child has any enrollment status in the new location (new, waitlist, accepted etc.)</li> </ul>	Automatically/CP Team	<ul style="list-style-type: none"> <li>•</li> </ul>
2 Weeks Prior to Transition <b>Once Child is in Accepted Status</b>	<ul style="list-style-type: none"> <li>• Schedule a joint staffing with family, EHS staff, and preschool staff of the receiving site to determine roles and tasks in the transition process.</li> <li>• Plan final visit(s) in support of the family in their transition out of EHS services with Family Advocate.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• EHS Transition Event Action</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete health forms for classroom.</li> </ul>	Family Advocate	
Last Day of Service	<ul style="list-style-type: none"> <li>• Send LDOS and receiving site to Supervisor and ERSEA Program Manager</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	

## CHILD TO NON-OESD CHILDCARE, HOME, or DEVELOPMENTAL PRESCHOOL

When	What to Do	Who	ChildPlus
30 Months	<ul style="list-style-type: none"> <li>• Visit with the family and initiate conversation about transition. Staff and family will discuss the family's desire or plan for preschool placement including eligibility guidelines and transition timelines.</li> <li>• The staff/family team will develop a written plan and staff will document this in the EHS Transition Plan event tab in ChildPlus.</li> <li>• Schedule 33 Month Visit in ChildPlus</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• Transition Plan Event</li> </ul>
33 Months	<ul style="list-style-type: none"> <li>• Continue discussions with the family around the transition plan and document each conversation in ChildPlus under the EHS Transition Plan event.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	<ul style="list-style-type: none"> <li>• PIR</li> <li>• Health PIR</li> <li>• EHS Transition</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss and review preschool options with the family based on individual child needs and family location.</li> <li>• Email ERSEA team (and cc their own supervisor) to inform them of family decision regarding preschool or if family changes their mind.</li> </ul>		Event Action
2 Weeks Prior to Transition	<ul style="list-style-type: none"> <li>• Plan final visit(s) in support of the family in their transition out of EHS services.</li> <li>• Family is provided with any assessments, immunization reports, etc. that they request.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	
Last Day of Service	<ul style="list-style-type: none"> <li>• Send LDOS to Supervisor and ERSEA Program Manager.</li> </ul>	EHS Home Visitor/ EHS Lead Teacher	

### PRESCHOOL TO KINDERGARTEN

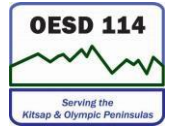
Quality transitions to Kindergarten are important for children and families. Research shows improved academic growth, supportive social emotional environments and increased family engagement in Kindergarten when supporting transitions. Teams work together throughout the year to support ongoing collaboration with schools to support relationships and transition supports for families.

When	What to Do	Who	ChildPlus/ELMS
September	<b>Connecting with Children and Families</b> <ul style="list-style-type: none"> <li>• Engage families in program activities (<i>HV, orientation, conferences, Family Gatherings, Policy Council</i>) to support child development and family engagement.</li> <li>• Share program school readiness goals and assessment systems</li> <li>• Support learning opportunities in the home.</li> </ul>	HS/ECEAP Lead Teachers, Family Advocate,	Kindergarten Transition Plan event- Action
	<b>Connecting with Schools</b> <ul style="list-style-type: none"> <li>• Make connections with home school (principal, PTSO, counselor). Share school readiness goals and TSG assessment tools with Kindergarten teachers</li> </ul>	Supervisors	
October	<b>Connecting with Children and Families</b> <ul style="list-style-type: none"> <li>• Share developmental and social emotional screenings results with families and support follow up as needed to additional resources</li> <li>• Share health and wellness screening results with families and support follow up as needed to additional resources</li> </ul> <b>Connecting with Schools</b> <ul style="list-style-type: none"> <li>• Connect with schools about regular school opportunities for meetings, curriculum ideas (<i>math, literacy, social-emotional</i>)</li> </ul>	HS/ECEAP Lead Teachers, Family Advocate <i>(collaborative partnership with entire team)</i>	
	<b>Connecting with Schools</b> <ul style="list-style-type: none"> <li>• Send out survey to Kindergarten teachers to elicit feedback on how we can do better to support children’s learning.</li> </ul>	Coaches	
	<b>Connecting with Schools</b> <ul style="list-style-type: none"> <li>• Connect with schools about regular school opportunities for meetings, curriculum ideas (<i>math, literacy, social-emotional</i>)</li> </ul>	Supervisor	

November-December	<p><b>Connecting with Children and Families</b></p> <ul style="list-style-type: none"> <li>Share developmental assessment results</li> <li>Collaborate with families to develop ILP goal/s that support Kindergarten readiness both at school and at home</li> </ul> <p><b>Connecting with Schools</b></p> <ul style="list-style-type: none"> <li>Schedule time for staff to visit at least one Kindergarten classroom. Staff can include, teachers, advocates, coaches, etc.</li> </ul>	HS/ECEAP Lead Teachers	
January – February	<p><b>Connecting with Children and Families</b></p> <ul style="list-style-type: none"> <li>Notify families, in their home language about upcoming Kindergarten registration. Let them know what information they will need to bring (<i>i.e. immunization records</i>)</li> <li>Provide immunization requirements and other information to support Kindergarten registration</li> </ul> <p><b>Connecting with Schools</b></p> <ul style="list-style-type: none"> <li>Invite Kindergarten teachers to attend program events (<i>class, Family Gathering</i>) and share how children are preparing for the transition to Kindergarten</li> </ul>	HS/ECEAP Lead Teachers , Family Advocate	
March - May	<p><b>Connecting with Children and Families</b></p> <ul style="list-style-type: none"> <li>During the Winter conference, begin discussing the Kindergarten Transition Plan with families (revisit during Spring conference)</li> <li>Update the CP event</li> <li>Share Spring transition activities</li> <li>Support Kindergarten registration completion in partnership with families—<i>see interpreter procedures as needed</i></li> </ul> <p><b>Connecting with Schools</b></p> <ul style="list-style-type: none"> <li>Share any Kindergarten activities at Elementary Schools</li> </ul>	HS/ECEAP Lead Teachers	Kindergarten Transition Plan event- Action
May	<p><b>Connecting with Children and Families</b></p> <ul style="list-style-type: none"> <li>Books and conversations about Kindergarten with children in their home language. Send books home to engage with families at home.</li> <li>During the Spring conference, finalize the Kindergarten Transition Plan with parent/guardian signature and upload as an attachment to ChildPlus, provide a copy to kindergarten transition coach</li> </ul> <p><b>Connecting with Schools</b></p> <ul style="list-style-type: none"> <li>Invite school staff (<i>counselors, principals, PTA</i>) to share information with families and/or visit classrooms.</li> <li>If available: notify families of summer transition programming.</li> </ul>	HS/ECEAP Lead Teachers	
	<ul style="list-style-type: none"> <li>Plan and provide summer activities for children.</li> <li>Ask for Title I letters from school district representatives</li> </ul>	Coaches	
June - August	<p><b>Connecting with Children and Families</b></p> <ul style="list-style-type: none"> <li>Support families in accessing school supplies</li> <li>Summer Transition activities are provided to families</li> </ul>	HS/ECEAP Lead Teachers, Family Advocates	
	<p><b>Connecting with Schools</b></p>	Coaches	



# Transitioning Children and Families—Prenatal to Kindergarten



	<ul style="list-style-type: none"> <li>• Share Child Outcome Reports with building principal</li> </ul>		
Ongoing	<ul style="list-style-type: none"> <li>• Share professional development opportunities</li> <li>• Partner with schools to support ongoing transition conversations</li> </ul>	HS/ECEAP Lead Teachers, Family Advocates, Supervisors	