

# 14b. Transition from 0-3 Program to Head Start/ECEAP Policy & Procedure

- *Created 12/00*
- *Reviewed 7/18*
- *Approved by Policy Council November 25, 2002*

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## Policy

Children and families will have a smooth transition and continuity of services when they transition children into Head Start/ECEAP from Infant/Toddler Programs.

## Procedure

Transition from 0-3 programs to Head Start/ECEAP:

1. EHS Survey DISA 3b will be completed with the EHS staff and parents.
2. EHS Family Transition Conference form DISA 3b4 will be completed with EHS staff and parents.
3. For students with a developmental concern a meeting is held with the resident school district, Progress Center (services 0-3 with disabilities), Head Start, EHS staff and parents to discuss children with disabilities entering the Head Start/ECEAP Program.
4. Parents are informed and prepared as to how services for their child will be met in the Head Start/ECEAP Program and how they can be a part of the educational process.
5. Staff is informed, before children begin class, of a child's disability and any special preparations, if any, which may be required. Families will be supported with this transition process by the EHS staff.