

# 14b2. 2 ½ Year Transition from Early Head Start Procedure

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## Procedure

- Early Head Start staff will schedule a home visit or conference to discuss the upcoming transition with the parent/guardian before or at the child's 2 ½ year mark. Email Disability Specialist when this process has been started with the family.
- Together they will explore possible options or most appropriate placement for the child at their 3rd birthday.
- At this meeting, staff and the family will fill out a Family Transition Form (DISA 3b3) by 30 months of age to document the transition process. This document will be updated regularly throughout the process.
- Each activity or update will be documented in the transition event that staff will create in ChildPlus. Refer to the ChildPlus Guide.
- If the family is wanting to transition to a Head Start/ECEAP classroom, then an email will be sent to ERSEA Supervisor and an eligibility application will be completed by the family.
- ERSEA Supervisor will verify income for the family of the transitioning child. If eligible, the child will be placed on the waitlist for an available opening or enrolled in the program.
- If ineligible, then EHS staff will support the family in looking for other options and ERSEA Supervisor will send a letter with preschool community resources.
- If a child or family has a need that may require extended services in EHS or a significant concern, staff will present children and families at CAST/Child Coordination to seek approval for extension or to plan for the significant concern.
- When the transition is complete, the Family Transition Plan will be placed in the orange folder and a copy sent to the Disability Specialist.

## Transitioning into Head Start or ECEAP

When a child is placed into a Head Start/ECEAP class:

- An intake will be scheduled.
- Prior to each child's first day of class, the Head Start teacher or ECEAP Family Advocate will schedule a meeting with the EHS staff to discuss transitioning student's developmental progress, needs, review SMART Goals, and Transition Plan. This includes children who were previously enrolled in EHS.
- ESH will continue to utilize the EHS Transition Conference Form and ChildPlus to document the transition process.
- The Head Start/ECEAP staff will schedule and implement a welcome visit and follow the preschool procedures.

- If an IEP is in process, the EHS staff will schedule a meeting with the Disability Specialist to share information and make a plan for next steps.
- Document and monitor all transition meetings and activities in the Education tab of ChildPlus.

## Other Placements

When another placement is deemed appropriate (parent conference or other circumstances):

- EHS staff will provide information about other educational settings available to them that may meet the needs of the child and family.

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