

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development  
**Subject:** Transition to Kindergarten  
**Revised:** February, 1998; February, 2004 ; July, 2005; July, 2006

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## **REGULATION REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.40(h), 1304.41

## **POLICY:**

Every effort will be made to facilitate children's transition from Head Start to Kindergarten and to make this a smooth experience.

## **PROCEDURE:**

1. During the second required home visit, teaching staff and parents will discuss the importance of contacting their child's school concerning registering their child for kindergarten. Parents will be given the booklet "Transition to Kindergarten." At the second Parent/Teacher Conference (in March) parents will be asked to review and sign permission forms for transferring their child's Head Start health records and screening or assessment forms to the parents' choice of public or private schools.
2. Parents of children with disabilities will be made aware of and encouraged to attend orientation sessions provided by the public school systems and designed specifically for parents of children with disabilities.
3. The Transition Specialist is responsible for working with each local LEA (Local Education Agency) to arrange a field trip for each class to visit a kindergarten classroom and/OR for the family to attend a county Kindergarten Orientation/Open House during the months of March or April. The children are introduced to the faculty and the facility.
4. During the months of March and April, teachers will encourage parents to register their children for kindergarten by forwarding written notices and verbal communication either in person or by telephone. The February Head Start Newsletter will also contain information concerning this.
5. A Kindergarten teacher in each area will be asked to be the guest speaker at the April Center-Parent Committee Meetings. These teachers will share information with the parents and, also, answer questions making the Head Start parents more relaxed and informed about the transition process.
6. Each child's Transition Folder (compiled by the Transition Specialist) will be taken to the parent's choice of schools as early in April as possible. Delivery will be made by the Family Case Manager.