

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Transition/Literacy
Revised: July 1999, January 2000 - 2002, July 2002, January 2005, January 2006
May 2006

REGULATION REFERENCE:

Head Start Program Performance Standards, 45-CFR Transition 1304.41(c) (1) and Literacy 1304.40(e) (4) (I) & (ii).

POLICY:

SWHRA Head Start will promote Transition/Literacy services to our Head Start parents and children by establishing and maintaining procedures to support successful transitions for enrolled children and families from previous child care programs or home to Head Start and from Head Start into elementary school. SWHRA Head Start will promote opportunities for children and families to participate in family literacy services by increasing family access to materials, services, and activities essential to family literacy development and assisting parents as adult learners to recognize and address their own literacy goals.

PROCEDURE:

1. The Transition/Literacy plan will be updated and revised in January, to be presented for approval by the Early Childhood Development Advisory committee in January of each year.
2. To provide better services to Head Start families, Agreements may be established between other agencies to promote Transition/Literacy such as LEA's, Even Start, Libraries, etc. The Assistant Director of Early Childhood Development and the Transition/Literacy Specialist will update these Collaborative Agreements in January of each year.

Transition:

3. The Transition/Literacy Specialist will keep a Transition Services Checklist of the services, which have taken place to document transition of a child into Head Start, activities while in the Head Start program and the child entering into the public school system. The Transition Services Checklist will document dates of family initial pre-registration process, follow-ups on screenings by the parent, Enrollment of the child, and all activities that the family has participated in while in the Head Start program. The Transition Services check list will be kept in the Transition folder. (See Transition Services Checklist form)

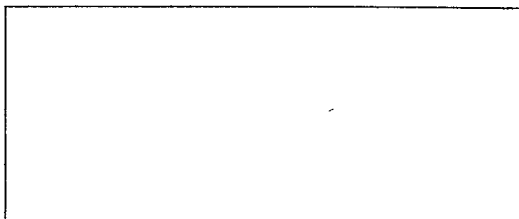
4. The Transition/Literacy Specialist will keep the Transition Folder up-to-date. The Transition/Literacy Specialist will make contact with the local LEA's to ensure that the appropriate forms will be transferred along with the child upon enrollment into the public school system.
5. The Transition/Literacy Specialist will provide parents with information concerning Kindergarten Registrations.
6. The Transition/Literacy Specialist will ensure that Field trips and meetings planned to promote Transition are being attended by parents and that the parent's needs concerning transition are being met. See Policy and Procedures on Transition to Kindergarten under the Early Childhood Development Component (page E-51).
7. During the second parent/teacher conference in March, the teaching staff will be responsible for explaining the Transition Folder Release form to the parent, and then they will ask the parent to sign the Transition Folder Release form which gives permission for the child's Transition Folder to be transferred to the school system the child will be attending the following year. The teaching staff will give the pink copy to the parent after parent signs the form. The teaching staff will give both the original and yellow copies that should not be separated to the Family Case Manager. (See Transition Folder Release form)
8. Only the items checked by the parent on the Transition Folder Release form will be sent to the school system and will be included in the Transition Folder. Any items not forwarded to the school system will be placed in the child's official file kept in the Central Office.
9. In the month of April, the Family Case Manager will be responsible for delivering the Transition Folders to the appropriate school. A Transition Folder Transferal Roster will be completed by the Family Case Manager as to each child's name that will attend the school where records are delivered. The school system personnel will sign at the bottom of the Transition Folder Transferal Roster and the Transition Folder Release form. The Family Case Manager will give the school system personnel the yellow copy of the Transition Folder Transferal Roster for their records. The white copy of the Transition Folder Transferal Roster will be turned into the Transition/Literacy Specialist after delivery of the Transition Folders to the appropriate school. (See Transition Folder Transferal Roster form)
10. The Family Case Manager must sign and date (at the bottom of the Transition Folder Transferal Roster form and the Transition Folder Release form) the day the Transition Folders were delivered to the school system.

Literacy:

11. During the year, the Transition/Literacy Specialist will identify existing resources to actively collaborate to promote family literacy in Head Start. The Transition/Literacy Specialist will ensure that the Early Childhood Development Component is utilizing these resources and information is made available to Head Start families.
12. The Transition/Literacy Specialist will work closely with the center staff to coordinate trips for the parent and child to the libraries and schools.
13. During the year the Transition/Literacy Specialist will invite representatives to speak to parents on promoting Family Literacy.
14. In September the Transition/Literacy Specialist will compile a list of those families who have requested a need for Literacy services and work closely with the Family Case Manager to ensure that a referral process has been done in a timely manner. The Transition/Literacy Specialist will complete a GED Literacy Roster form on parents that attends GED classes. (See GED Literacy Roster form)
15. The Transition/Literacy Specialist will coordinate distribute information to parents concerning libraries, job fairs, etc. to promote Adult Literacy during the program year.
16. During the first Home Visit the teaching staff will briefly explain and leave the Transition/Literacy Services pamphlet with the parent that tells about the Parent/child Book Bag Activity.
17. Beginning in September the teaching staff will be given on a monthly basis a Head Start Book Bag Check-Out List form with every child's name on the form. The teaching staff will be responsible for the checking-out and checking-in of the Book bag activity. The teaching staff will put a check mark in the column as to the date the Book bag activity went out with the child and the date it was returned. (See Head Start Book Bag Check-Out List form) The Book bag will be sent out with a Book Bag Survey form, a book of the child's choice, a flannel board story, or an educational puzzle. The parent will complete the book bag survey after they do activities with the child and return to Head Start center with other items sent home in the bag. Every child will take home a book bag on a bi-monthly basis. (See Head Start Book Bag Survey form)
18. When the parent does not send the Book bag back on Thursday, the Teaching staff and the Family Case Manager will follow-up with the parent to get items returned to the center by Friday. If items are not returned, the Teaching staff will fill out the Parent/child Book Bag Activity Items Not Returned Documentation Form and fax into the Central Office to the Transition/Literacy Specialist as to what child did not return the Book Bag items. (See Head Start Parent/child Activity Documentation form)

19. The Transition/Literacy Specialist will complete the Head Start Parent/child Activity Documentation form and fax it back to the staff as to what follow-up will be done if necessary.
20. The Family Case Manager will do a follow-up call or Home Visit with the parent if the Book bag is not returned on Tuesday to retrieve Book bag items.
21. At the beginning of the program year the teaching staff will fill out the Head Start Mentor Parent form which will be used by the Transition/Literacy Specialist to contact former parents to come speak at the first parent meeting about how they volunteered in the program to encourage the incoming parents to volunteer. (See Head Start Mentor Parent form)

SOUTHWEST HRA HEAD START **TRANSITION SERVICES CHECKLIST**



FAMILY SERVICES			
1. Referred for Family Literacy Needs			
2. Birth Certificate provided			
3. Child enrolled in Extended Services class			
4. Child referred through Head Start Child Find			
HEALTH SERVICES			
1. Physical completed			
2. Immunization Record			
3. "Medical Home" information			
4. Disabilities: (signed) IEP on child			IEP Meeting dates:
EDUCATION/CLASSROOM			
1. Lap-D screening and/or Lap-D findings and parent letter (if applicable)			
2. Two Educational Home Visits made			
3. Field to Kindergarten class / Kindergarten Open House			
4. Family acquired a library card			
PARENT INVOLVEMENT			
1. Attended Transition to Kindergarten Parent Meeting			
2. Attended field trip to Kindergarten class / Open House			
KINDERGARTEN INFORMATION			
1. Parent notified of Kindergarten registration dates			
2. Transition Folder Release form signed			
3. Transition Folder sent to school			
4. Child will be attending Kindergarten			

SOUTHWEST HEAD START TRANSITION FOLDER RELEASE FORM

ALL ITEMS CHECK BELOW ARE INCLUDED IN THE TRANSITION FOLDERS AND WILL BE FORWARDED TO THE SCHOOL SYSTEM.

1. ___ IMMUNIZATION RECORD
2. ___ COPY OF BIRTH CERTIFICATE
3. ___ BRIDGING HOME AND SCHOOL TRANSITION BOOKLET
4. ___ COPY OF PHYSICAL AND HEALTH SUMMARY SHEET
5. ___ LAP-D FINDINGS AND PARENT LETTER (IF APPLICABLE)
6. ___ TRANSITION SERVICES FORM
7. ___ INDIVIDUAL DEVELOPMENTAL PLAN COPY
8. ___ ANY OTHER INFORMATION REQUESTED BY SCHOOL SYSTEM.

Parent's Signature: _____

Date: _____

Child's name: _____

School child will attend: _____

Signature of Head Start Staff person delivering Transition Folders to School System:

_____/Date _____

Signature of School System personnel receiving Transition Folders from Head Start:

_____/Date _____

Teacher give pink copy to parent after second Parent/Teacher Conference

After delivering of Transition Folders to School System: Original to Transition/Literacy Specialist
Yellow copy goes in the child's manila folder

Southwest Head Start Transition Folder Transferal Roster

Name of School: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

Delivered by:
FCM Signature _____ Date: _____

Received by: _____ Date: _____

After delivering of Transition Folders to school system: Original copy give to Transition/Literacy Specialist
Yellow copy give to school system personnel

**SOUTHWEST HEAD START
BOOK BAG SURVEY FORM
BOOK**

Parent's Name: _____

Child's Name: _____

Teacher's Name: Ms. Sherry Mitchell

Title of the book: _____

Did you read the book to your child? Circle the answer Yes or No

If No: Give reasons why? _____

Check activities that you did with the child while or after reading the book story:

____ **We talked about the characters in the book.**

____ **We counted the pages in the book.**

____ **We discussed the colors in the book.**

____ **We discussed the shapes found in the book.**

Comments: _____

Did you enjoy reading the book to your child? Circle your answer Yes or No

Did your child enjoy having the book read to them? Circle your answer Yes or No

**** The Parent/Child Book Bag Activity will be sent home on Tuesday and should be returned on Thursday within the same week.**

**SOUTHWEST HEAD START
BOOK BAG SURVEY FORM
PUZZLE / WOODEN CLOCK**

Parent's Name: _____

Child's Name: _____

Teacher's Name: Ms. Sherry Mitchell

Name of Puzzle: _____

Did you assist your child with the puzzle or clock? Circle the answer Yes or No

If No: Give reasons why? _____

What activities were done with the wooden puzzle or clock? _____

Comments: _____

Did you enjoy the activity done with your child? Circle your answer Yes or No

Did your child enjoy the wooden puzzle or clock? Circle your answer Yes or No

**** The Parent/Child Book Bag Activity will be sent home on Tuesday and should be returned on Thursday within the same week.**

**SOUTHWEST HEAD START
BOOK BAG SURVEY FORM
FLANNEL BOARD STORY**

Parent's Name: _____

Child's Name: _____

Teacher's Name: Ms. Sherry Mitchell

Name of the Flannel Story: _____

Did you read the story to your child? Circle the answer Yes or No

If No: Give reasons why? _____

Check activities that you did with the child while or after reading the story:

____ **We talked about the characters in the story.**

____ **We discussed the colors in the story.**

____ **We discussed the shapes found in the story.**

Comments: _____

Did you enjoy reading the story to your child? Circle your answer Yes or No

Did your child enjoy having the story read to them? Circle your answer Yes or No

**** The Parent/Child Book Bag Activity will be sent home on Tuesday and should be returned on Thursday within the same week.**

