

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
TRANSITION**

OBJECTIVE #1: To participate in and support efforts for a smooth and effective transition for children who, at age three, will need to be considered for services for preschool age children with disabilities.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.20 (f) (2) (iii)

Refer: Performance Standard 1308.4 (g)

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TASK	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Attend IEP meetings	July	June	Education Staff Health/Disability Manager
Obtain copies of IEP upon enrollment or implementation.	July	June	Health/Disability Manager FSW

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OBJECTIVE #2: To plan for routine transitions so they occur in a timely, predictable, and unrushed manner according to each child's needs.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.21 (a) (3) (ii)

Transitions are planned and built into the daily schedule for routine that will support emotional stability in the children. The transition activities will give the children opportunities to have a variety of changes.

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OBJECTIVE #2: To plan for routine transitions so they occur in a timely, predictable, and unrushed manner according to each child's needs.

TASK	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Allow enough time for transition from one activity to another.	August	June	Education Staff Education Manager
Write a daily schedule that includes predictability and repetition.	August	June-ongoing on a daily basis	Education Staff Education Manager
Children will be given a transition time: telling them what is happening and what will be happening next.	August	June-ongoing on a daily basis	Education Staff Education Manager
Children will help with clean-up time between activities.	August	June	Education Staff Education Manager
Waiting time between activities should be short.	August	June	Education Staff Education Manager

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OBJECTIVE #3: To develop active parental involvement in planning the transition process. This will enhance the success of the child's family in a new environment.

JUSTIFICATION AND APPROACH

Following Performance Standard: 1304.40 (h) (1-4)

Head Start must assist parents in becoming their children's advocate as the transition from home into Head Start and from Head Start to the elementary school.

Staff must work with the parent to become their child's advocate through the transition period and enable the parents to understand the child's progress while at Head Start.

Head Start will provide training to parents to exercise their rights and responsibilities concerning their children's education in the school setting.

Head Start will assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their child's education.

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OBJECTIVE #3: To develop active parental involvement in planning the transition process. This will enhance the success of the child's family in a new environment.

TASK	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Encourage children and parents to visit the new program before the school year begins.	July	June-ongoing after enrollment	Education Staff Management Staff
Give information about parental right and opportunities for parents to participate into their child's Head Start program, school, or child care.	July	June-ongoing after enrollment	Education Staff Management Staff
Head Start will encourage experienced parents to work with the parents of a new Head Start child.	July	June ongoing with enrollment	Education Staff Management Staff
A parent folder of information will be given to the parent as they transfer to the next program.	May	May	Education Staff FSW Health/Disability Manager
Head Start will support parents in being prepared for the changes, by educating and training them.	July	June	Education Staff Family Service Manager Health/Disability Manager

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OBJECTIVE #4: To establish and maintain procedures to support successful transition for enrolled children and families from Early Head Start, child care centers and Head Start to elementary schools.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.41(c) (1)

Utilize public school personnel, Policy Council members, and Head Start staff and parents to review and advise in the transition process.

Review curriculum activities and materials, goals and objectives, and skill levels of Head Start and kindergarten children in order to identify goals, needs and make recommendations.

Head Start education staff will provide more structured learning activities at the end of the year for the children entering kindergarten in the fall.

Education staff will **seek opportunities for Head Start children to visit the elementary school during the program year.**

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TASK	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Public school system will be asked for input in the transition of students to their schools.	July	May	Education Staff Education Manager Health/Disabilities Manager
Relevant records are transferred to the school or next placement in which the child is enrolled.	March	May	Education Staff Education Manager Health/Disability Manager FSW
Communication between Head Start and school system to discuss ways to enhance continuity between programs.	July	June	Education Staff Education Manager Family Service Manager
Initiate meeting with Head Start teacher and parents and kindergarten teachers to discuss developmental progress.	March	May	Education Staff Education Manager Family Service Manager
Invite staff from variety of settings to participate in training at the Head Start Centers.	July	June	Education Staff Education Manager Family Service Manager
Head Start will develop resource materials on transition topics.	July	June	Education Staff Education Manager Family Service Manager
Gather information about training and place in newsletters and other communication systems.	July	June	Education Staff Education Manager Family Service Manager
Inform parents of the school system's Kindergarten registration dates	April	May	Education Staff FSW

TASK	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Train staff and all programs for effective communication with parents of diverse backgrounds.	July	June	Education Staff Education Manager Family Service Manager