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|  Policy #: E-6 | Effective Date: 5/9/94 | Page #: 1 of 1 |
| Ref #: 1304.51(g) | Policy Council Approval Date: 8/28/07,7/28/09 | Revision Date: 4/12/07, 8/16/07, 07/01/09, |

COMPONENT: EDUCATION

SUBJECT: CHILD TRANSFER FROM CENTER TO CENTER

PERFORMANCE OBJECTIVES: To establish standard for transferring a child from one Head Start location to another.

OPERATIONAL PROCEDURE:

When a child is transferred from one center to another it is imperative that file management be done properly.

TEACHERS:

If a child transfers from one center to another center:

1. Drop the child from the class roll with an explanation of reason.
2. Notify the Family Service Worker (FSW) immediately by email/phone.
3. Make sure the explanation of reason is emailed to the FSW

FAMILY SERVICE WORKER:

4. Transfer paperwork to appropriate center prior to the child's first day of attendance.
5. Family Service Worker is responsible for noting the changes on the Green Folder.