Department: Family Engagement	Approval Date: 7/26/2021	Procedure Number: 7040
Regulation Number: 1302.70-72 Subpart G	Regulation Title: Program Operations	Policy Title: Individual Transition Plans
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Procedure:

All MARC Head Start programs must have program policies and procedures that describe how your program will carry out transition practices. Comprehensive procedures must at a minimum include the following elements:

Communication Procedures-How information is gathered from and shared with families, including families who don't speak English, using interpreters and translators when necessary. Practices include:

- In-person communication about the child during home visits and parent conferences
- Informal communication during daily conversations, via telephone calls, handwritten notes, and text messages (when requested by family)
- Written formal communication via letters and emails
- Family meetings, training events, and parent activities
- Written materials (translated into the languages spoken by enrolled families) such as handouts, transition tip sheets or brochures

Monitoring/Documentation Procedures – How transitions will be documented, including transition goals, follow up and timelines. Practices include:

- ChildPlus data entry, how often will there be follow up
- Who will monitor progress and prepare families for transitions?

Collaboration Procedures- How families and staff can work together to support children during transition. Practices include:

- Involve family service workers to support families in writing goals using the family partnership process
- Provide formal and informal ways for children and families to become familiar with the new program and staff, such as classroom visits and family fun nights

Individualization Procedures- How staff can support families and children with unique backgrounds, strengths, and needs during transition. This includes families who are recent immigrants or refugees, experiencing homelessness, fostering children, or those who have children with disabilities or other special needs. Practices include:

- Ensure transition services are culturally and linguistically appropriate by consulting with a person familiar with the family's culture and language (see Cultural Backgrounders on the ECLKC website)

- Co-create individualized transition plans that include developmentally, linguistically, and culturally appropriate activities for home and program use
- Use knowledge of child development and children's individual background, development, strengths, and needs to ensure transition services are responsive
- Provide staff with professional development related to working with families with unique backgrounds, experiences, and perspectives
- Share information with families on their rights under federal and state laws, including rights under the Individuals with Disabilities Education Act (IDEA) and ones related to bilingual education

EHS specific requirements

All MARC Early Head Start programs will support children and families with a smooth transition from a child's current placement in the Early Head Start (EHS) program to Head Start (HS) or a preschool opportunity of the family's choice. This transition should occur as soon as possible after the child's third birthday and when appropriate for the transition to occur.

Timing Procedures

- Once a child turns 2 years 6 months the family advocate/ home visitor will begin working with the family to plan for transition
- The Family Advocate will refer the family to the MARC Eligibility Team to make an appointment and determine if the family will be income eligible for a MARC Head Start Program.

Collaboration Procedures

- EHS staff will assist families to implement strategies and activities to support successful transitions and encourage and assist parents with the EHS to HS transition if the family remains eligible for Head Start.
- If the family is no longer income eligible for Head Start, EHS staff will assist the family to find a public or private funded preschool.
- Strategies and activities will also promote the parent/guardians continued involvement in the education and development of their child.
- The month the child transitions, the family advocate/home visitor will meet with the family to provide information on development and progress this includes their unique strengths, backgrounds, and needs during the transition. A copy will be given to the parent.

Early Head Start and Head Start collaboration

- EHS staff will encourage family participation in center programs such as Family Fun Nights, Transition Fairs, or Health Fairs
- EHS staff will assist families in setting up a time to go visit the preschool classroom and meet the staff of the preschool they will be transitioning to.
- If a family chooses Head Start Preschool (center based, or home based) the child's name will be placed on the waiting list if the program is fully enrolled.
- Children will continue to receive EHS home base services for up to 6 months.