

Enrolled Pregnant Women:

The EHS Lead Educator will transition families of enrolled pregnant women.

1. The EHS Lead Educator will share and document information with parents on the transition process at minimum during the 1st Educational Home Visit and 1st Parent Conference.
2. Once baby is born, the EHS Lead Educator will schedule the newborn visit within two weeks after baby's birth. The Health Educator or Health Manager will participate in the newborn home visit when available.
3. The newborn visit will be documented as the mother's last home visit as the enrollee.
4. The EHS Lead Educator will complete an application with the family during the newborn visit.
5. The baby will be eligible to replace the mother as the enrollee in the home-based site, if the family chooses.
6. The home visit following the newborn visit will be documented as the baby's first home visit as the enrollee.
7. If home-based services do not fit the needs or interests of the family, the EHS Lead Educator will offer community service options and support the family through the transition.

Enrolled Children:

The EHS Lead Educator will transition families of enrolled children.

1. The EHS Lead Educator will share and document information with parents on the transition process at minimum during the 1st Education Home Visit, a home visit at least six months prior to the child's third birthday, and during the 2nd Parent Conference.
2. The EHS Lead Educator will complete a Transition Plan with the family at least six months prior to the child's third birthday and/or prior to a child moving to another service area or community, when there is prior knowledge.
3. Transition plans will include the child's developmental level, health and disability status, child and family progress, family circumstances, Head Start availability, and other preschool and early childhood offerings in the family's community.
4. The EHS Lead Educator will help the family ensure the most appropriate placement for services that meet the needs of the child and family.
5. The EHS Lead Educator will offer a Head Start classroom visit to families to allow an opportunity to explore a Head Start classroom environment, talk with a Head Start Teacher, and find out more about classroom routines and schedules.
6. The EHS Lead Educator will share information with families on ways they can stay actively involved in their child's education and development.
7. The EHS Lead Educator will share with families the importance of regular attendance.

Additional transition strategies for enrolled children in the event:

A Child turns three-years-old.

1. The EHS Lead Educator will discuss the transition process during the 1st Home Visit, Transition Plan, and 2nd Parent Conference.
2. The EHS Lead Educator will share the child's developmental level, health and disability status, child and family progress, and family circumstances with the EHS Program Manager.
3. The EHS Program Manager will contact the ERSEA Manager for Head Start availability before the child's third birthday if the family determines interest.
4. The EHS Program Manager will meet with the Disabilities and Mental Health Manager, Health Manager, Program Manager, and ERSEA Manager to determine available and appropriate Head Start services. The team would also ensure there would be no more than a 36-month age gap between the oldest and youngest child in a classroom, as per MN childcare licensing.
5. The child will be transitioned into a Head Start site, public preschool programming, or other community offerings as soon as possible after the child's third birthday if there is availability, and it meets the needs of the child and family.
 - a. In the event the Head Start or other program offerings **do not meet the needs** of the child or family:
 - i. The child may remain in the current EHS site until the end of the program year.
 - ii. The team will reevaluate availability and appropriateness of Head Start services during each scheduled office review checkpoint.
 - b. In the event the Head Start or other program offerings **do meet the needs** of the child or family, but there is **no availability**:
 - i. The child may remain in the current EHS site.
 - ii. The EHS Lead Educator will complete a new Arrowhead Head Start application with an updated income verification; or support the family through the process of applying for outside services to get on the waiting list.
 - iii. The team will reevaluate availability and appropriateness of Head Start services during each scheduled checkpoint.
 - c. In the event there **is availability**, and the site **is the most appropriate** placement:
 - i. The EHS Lead Educator will complete a Transition Plan with the family.
 - ii. The EHS Lead Educator will share available classroom or program information with the family.
 - iii. The EHS Lead Educator will complete a new Arrowhead Head Start application with an updated income verification; or support the family through the process of applying for outside services.
 - iv. The EHS Lead Educator will encourage a classroom visit with the new program.
 - v. The EHS Lead Educator will share child and family information from the Transition plan, including any successful teaching strategies with the new Arrowhead Head Start Lead Educator.
 - vi. All child and family data will be accessible to the new Arrowhead Head Start Lead Educator.

- vii. Child and family data will be transferred to the new site by parent request and written consent for all outside programming.

A family moves to another Arrowhead Early Head Start service area.

1. The EHS Lead Educator contacts the ERSEA Manager to identify availability of services in the EHS site(s) the family plans to move to.
2. The EHS Lead Educator will share with the family availability of services with the family.
 - a. In the event there **is no availability** in the new service area:
 - i. The family will be placed on the waiting list until an open slot is available.
 - ii. The current Home Visitor can continue home visits for up to 3 months, if within mileage availability.
 - iii. The EHS Lead Educator will help the family locate appropriate services.
 - b. In the event there **is availability** in the new service area:
 - i. The EHS Lead Educator can set up a joint home visit with the new Home Visitor and family, if within mileage availability.
 - ii. The EHS Lead Educator will share child and family information from the Transition plan, including any successful teaching strategies with the new EHS Lead Educator.
 - iii. All child and family data will be accessible to the new EHS Lead Educator.

A family moves out of the Arrowhead Head Start service area.

1. The EHS Lead Educator will help the family locate an Early Head Start, Head Start, public preschool, or other community program in the new area that fits the child's and family's needs.
2. Child and family data will be transferred to the new site by parent request and written consent.