

## **Head Start to Kindergarten Transition Procedure** (12/2022)

The Preschool Staff and FSS will work together to prepare and support the children and families for a smooth transition from Head Start to kindergarten. Transition is an ongoing process to ensure that children and families will have appropriate information and support as their child transitions from Head Start to kindergarten. Parent involvement will be encouraged throughout the process, as they are the primary advocates for their children.

### **Kindergarten Transition Activities**

Teaching staff will plan transition activities for the children which may include, but is not limited to the following activities:

- Reading books about kindergarten
- Providing Second Step lessons/activities about going to kindergarten
- Fieldtrips or visits to the school or kindergarten classroom
- Opportunities to have lunch in the lunchroom if they haven't done that already
- Invite a kindergarten teacher or the principal to visit the Head Start classroom

Family Support Specialist will provide information and encourage parents to attend the following which may include, but is not limited to:

- Kindergarten Round-up
- School district opportunities for children and families (ex. Bridges to Kindergarten)
- Summer Programming

### **2<sup>nd</sup> Conference**

The Head Start Teacher will meet with all families with children transitioning to kindergarten during the 2<sup>nd</sup> Conference. The teacher and families will discuss their child's transition to kindergarten and will complete the necessary transition paperwork. The Kindergarten Transition Checklist will be shared.

### **Kindergarten Transition Packets**

The Head Start Teacher will complete the following to assist in a smooth transition of records to the school district during the 2<sup>nd</sup> Conference in the Spring.

- Child Plus Kindergarten Transition Summary with Attendance
- COR Advantage Portfolio
- COR Advantage Letter and Number Recognition Report

The Head Start office staff will provide the following information for the packets:

- Consent for Release of Information
- ChildPlus Report 3030 – Participant Health Summary
- Minneapolis Preschool Screening

### **School District Kindergarten Transition Meetings**

- Program Managers will contact and offer each school district an opportunity to meet to discuss the children who are transitioning to kindergarten.
- Head Start teachers will attend the transition meetings if a meeting is accepted by the school district.
- The meeting will focus on the children with needs or concerns that would be helpful for the school district in placing the children.
- Kindergarten Transition Packets for all children will be handed over to the school district at this meeting. If the school district declines to meet, the packets will be mailed to the district.