Intra Program Transfer
Policy/Procedure

To ensure that all Head Start families and children will receive optimal service from Arrowhead Head Start when they transfer within the program and that appropriate child and family records are transferred in a timely manner.

Policy/Procedure:

- The family services staff person will notify the Community Relations Manager of a child exiting from a Head Start site and requesting a transfer to another Head Start site as soon as this information is known.
- The Community Relations Manager, with agreement from the Disabilities/Mental Health Manager will enroll the child into the transfer site if an opening is available.
- The Community Relations Manager will complete a status change form to notify all appropriate staff. Documentation of the transfer will be maintained in the File Maker Pro database.
- The Community Relations Manager will contact the transfer site Teacher or Home Visitor to inform them of the new enrollee.
- For children transferring into center based programs, the Teacher and/or Family Support Specialist will arrange for a visitation with the family to the center before beginning services. All relevant information (such as emergency cards, bus forms, etc.) will be updated.
- Teachers and Family Support Specialists will retrieve child information from the on-line LaserFiche filing system.
- If a family enrolled in the Early Head Start Toddler Center is not maintaining the minimum required work/school hours (25 hours/week) for more than 90 consecutive days, the child may be transferred to the EHS Home Base option or put on a waiting list until an opening is available.
- Arrowhead Head Start reserves the right to transfer children to different sites to ensure a balanced classroom.

See Transition Cover Sheet in Appendix A

This policy complies with Head Start Performance Standard 45CFR 1304.41, 1304.40

Approved by Policy Council on 8-23-16.

8-17-16