Transition from Head Start to Kindergarten/Other Programs
Policy/Procedure

To enhance the continuity of children as they move from the Head Start program to the public school or another program. Parent involvement and information exchange with school districts and other programs will be encouraged throughout the program year preceding transition.

Policy/Procedure:
- The school district the child will attend is written on the application at intake.
- Staff will check with Head Start Parents during their spring conference to find out if they would like their children’s Head Start records transferred and to which school district or program. Head Start parents will sign a Consent for the Release of Confidential Information form before any records are released. Staff will provide information on transition at this time.
- Head Start sites will schedule a visit to a kindergarten classroom in their attendance area in the spring.
- Head Start sites will provide a dramatic play area about kindergarten in their centers.
- The Community Relations Manager will be available to talk with parents regarding transition at parent meetings if the Family Advocate or Home Visitor requests this service.
- The Community Relations Manager and Head Start site Educator or Child Care Provider will meet with the public school personnel or other program to bring Head Start children’s records during the month of May.
- Requests for child records from a non consented service provider must be accompanied by a parent signed release of information.
- The transition process and up-dated Head Start information is reviewed and recommendations are noted for the up-coming year.

This policy complies with Head Start Performance Standards 45CFR Section 1304.21, 1308.19. 1304.20

Approved by Policy Council on February 16, 1999
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