

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: G-Transition Services

Section: 1302.72 Transitions between Programs

Subject: Transition between Programs

Policy:

The Head Start/Early Head Start program will assist and support families and children who move out of the community in which they are served, including homeless families and foster children in transitioning to other Head Start and Early Head Start programs. If, a Head Start/Early Head Start program is not available, staff will assist and support families to identify another early childhood program that meets their needs.

Procedure:

1. Head Start/Early Head Start staff will assist and support families and children, including homeless families and foster children to transition to other Head Start/Early Head Start programs or other early childhood programs in the area.
2. Staff will encourage families to exercise their rights and responsibilities to advocate for the education of their child in the new early childhood program.
3. Staff will provide families with relevant records needed to enroll children in other programs.
4. The staff will take into consideration the child's developmental level, health, and disability status when transitioning families between programs.
5. If a child transitions from one Head Start center to another center within the program, the Center Director will ensure that the Family and Education files are complete and up to date before giving the file to the next center.