

College of Southern Idaho Head Start/Early Head Start

Six Month Transition Plan

30 Months

- 30 month **ASQ and Infant/Toddler DECA** completed and results shared with family.
- Introduce the concept of transition by sharing **“Guiding Principles of Transition”**
- Family completes **“Transition Survey.”** **COPY** goes to ERSEA Coordinator and Center Supervisor.
- Partners for Healthy Baby Handout

31 Months

- With family, schedule and complete transition meeting.
- Complete a **“Transition Action Plan”**. (Give a copy to Center Supervisor)
- Parent and child visit potential sites and work on specific transition activities for family. (i.e. Child Care facilities, Head Start facility, 3-5 Program, applications for enrollment, ect.)

33 Months

- **“Transition Action Plan”** is updated to reflect any changes by the parent.

35 Months

- Complete A Look at My Child’s Development
- If child is enrolling in HS, family has completed application at this time.
- Head Start application 5pgs. (OMB, Eligibility Verification & Acceptance, Application checklist, Proof of Income Eligibility) Send to ERSEA and Center Supervisor.
- E-mail notification is sent to Center Supervisor from ERSEA for placement of the child in Head Start.

36 months

- Complete 36 month **ASQ, Infant-Toddler DECA, Child Goal Sheet, and Infant/Toddler COR Developmental Summary.**
- Give the family the **Infant/Toddler COR Journal (in process).**
- Complete any **Release of Information** forms if child is transitioning to an outside agency/child care setting.
- A joint HV is scheduled with both the EHS home visitor and the Head Start Home Visitor if transitioning to Head Start. The file will be given to the new HS home visitor.
- EHS Specialist contacts the family to discuss the opening in Head Start. If an opening is not available, families will continue home visits with the Early Head Start Home Visitor until one

becomes available. Home Visits would continue until July 31st in the year of the child's 3rd birthday. At that time an opening would be available for Head Start.

- If for some reason the assigned family chooses not to enroll in Head Start, the file will be placed in locked file cabinet and kept for three years.

****If a full application for Head Start is NOT completed by the child's 3rd birthday, the child will have to be put on the waiting list for Head Start and will be dropped from Early Head Start as eligibility has not been determined for Head Start at this point.**