

## Kindergarten Transition Procedure

**Policy:** The transition from Head Start to the public school setting is an event that requires the participation of the family, the Head Start staff, the school system, and community partners. In an effort to provide quality services to children and families, our goal is to assist in making this transition a smooth one for all parties. A collaborative effort on all parts assures the appropriate services for each child as he/she enters kindergarten.

*Performance Standard Reference: 1302.71 Transition to Kindergarten*

### **Procedure:**

- Kindergarten registration dates are provided to Head Start staff as soon as they are available. Head Start will send kindergarten registration information to all families.
- If requested, Head Start will provide parents with the following prior to kindergarten registration:
  - A copy of the child's physical
  - A copy of the child's immunization record
- Head Start will provide parents with a list of documents needed for kindergarten registration.
- Transportation to kindergarten registration will be provided if needed.
- Follow up and reminder calls during the registration time will be made to parents, as they are encouraged to register early.
- Kindergarten teachers will meet with the Head Start teacher during one of their regularly scheduled team meetings. The following information will be shared:
  - Kindergarten teachers will discuss the kindergarten program as well as the expectations for children entering kindergarten. Any printed information that can be shared with parents would be beneficial.
  - Head Start teacher will share information concerning the program to include assessment procedures, child outcomes, individualization, and parent involvement. Methods for preparing children for kindergarten will be shared.
- Kindergarten teachers will speak to parents at the spring Center Committee meeting that deals with transition. The school principal is also welcome to speak to Head Start parents during this meeting. Whenever possible this meeting will be scheduled during available evening kindergarten registration times.
- Head Start teachers will arrange for the children to visit a kindergarten classroom during the spring. The kindergarten and Head Start teacher will schedule the time.
- Head Start staff will have parents sign a permission form allowing information pertaining to their child's progress be shared with the school. This information includes an assessment summary as well as samples of the child's work. Permission to complete the Transition Follow Up form is also included on this form.
- Kindergarten teachers will complete a Transition Follow-Up form twice a year on all former Head Start students in their classroom. This will allow the Head Start program to monitor and track children who have exited the program.

- When possible, the agency will work in collaboration with the Department of Social Services and/or other organizations, Head Start children will be provided with literacy packets during the summer
- The packets include a book, activities related to the book, parenting tips, and health/safety information.
- If available, packets will be sent to families three times during the summer.
- Head Start staff will also transport families to the library during the summer to participate in summer reading activities. This will be done in an effort to continue learning/literacy activities during the summer months as well as to encourage the parents to become active partners in their child's learning.
- By the end of the first week in October, teachers will schedule meeting times with individual Kindergarten teachers. Teachers will use this meeting to increase the Kindergarten teacher's awareness of the holistic approach used in the classroom as well as the use of the research proven play based approach.

*Referenced Forms:*

*Kindergarten Transition Permission*

*Kindergarten Transition Follow Up*