

Chickasaw Nation Head Start
Transition Service Plans

Performance Standard: 1304.40 (h)

Performance Standards	Action Steps	Persons/Team Responsible	Time Frame	Documentation and Resource Indicators	Resources Needed	Outcome
1304.40 (h) Family Partnerships/Parent Involvement in Transition Activities (1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition into Head Start from home or other childcare setting, and from Head Start to elementary school, a Title 1 or Elementary and Secondary Education Act preschool program, of a child care setting.	1. Parents will be provided with information during registration in-take and parent orientation on how they can advocate for their child when entering and before exiting Head Start.	Transition Manager, Family Partnership Manager, Teaching Staff and other Management Team Elementary Kindergarten Staff	Continuing	Parent signature on enrollment information and other official school documents Parent Orientation sign in sheet.	Set schedules and or appointments for registration for new and returning students by Family Service Manager and other management staff.	Parents will gain knowledge in how to advocate for their child(ren) as they transition into and out of Head Start.
	2. Head Start will provide information to parents whose child is a first time student on ways that they can support their child's education and to assist them on becoming their child's advocate.	Transition Manager Family Partnership Manager and Management Team and Teaching Staff Elementary Kindergarten Staff	Continuing	Parent's signature on sign in sheet for parent meetings, parent training's etc...	Information sharing on how to advocate for their child's education, through handouts pamphlets, etc.	
	3. Parents will be provided with information regarding their child(ren) transitioning into and out of Head Start on ways to help provide an effective and smooth transition for their child(ren).	Transition Manager, Teaching staff, Education Manager	Continuing	Parent signatures on sign in sheet for all transition activities.	Information on tips for transitioning into and out of Head Start through handouts, flyers, pamphlets, etc.	

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<p>Performance Standard 1304.40(h) (1)-(4) 1304.40(h)(1)-(4) Family Partnerships/ (h) Parent Involvement in Transition Activities. (2) Staff must work to prepare parents to become their children's advocates through transition periods by providing, that at a minimum, a staff parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress while enrolled in Early Head Start or Head Start.</p>	<p>(No Early Head Start Prog.)</p> <ol style="list-style-type: none"> 1. Staff will assist parents in becoming advocates for their child(ren) education by providing them with information regarding Transition. Parents will also be included in all Transition activities that will occur throughout the school year. 2. Parents will be given the opportunity to fill out a Transition plan for their child as they transition into and out of Head Start 3. Parents will be provided with information regarding their child's transitioning into and out of Head Start during Parent/Teacher home visits and conferences (twice a year) and during Transition meetings. 	<p>Transition Manager, Family Service Manager, Teaching Staff, Management Team</p> <p>Transition Manager</p> <p>Transition Manager, Teaching Staff and other Management Team</p>	<p>Before child transitions into and out of Head Start</p>	<p>Parent signatures on sign in sheets and home visit forms from teaching staff. Transition meeting and activity sign in sheet,</p> <p>Parent Contact form Transition Plan form</p>	<p>Scheduled transition meeting dates to provide information to parents regarding ways they can advocate for their child(ren) before they transition into and out of Head Start.</p>	<p>Parents will gain knowledge and understand the process of transitioning before their child enters and exits out of Head Start.</p>

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1304.40(h0(1)-(4)Family Partnerships:/Parent Involvement in Transition Activities: To promote the continued involvement of Head Start Parents in the education and development of their children upon transition to school, grantee and delegate agencies must: (3)(i) provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting:	1. Parent will be made aware of a transition time line plan for their child at the beginning and end of the school year regarding their child(ren) education and development	Transition Manager Teaching Staff	Before child transitions into and out of Head Start	Parent input on Transition Time Line Plan.	Transition Time Line plan	Parents will have continued involvement in their child's education and development as they transition into and out of Head Start
	2. Parents will be informed about their rights and responsibilities concerning the development and education of their transitioning child into Head Start during registration intake and parent orientation	Family Service Manager Transition Manager Teaching Staff and other management team	Beginning of school year.	Parent sign in sheet for meetings and transition activities Parents input and signature on Family Partnership Agreement.	Family Partnership Agreement	
	3. Information will be provided to parents on their rights and responsibility at the beginning and end of the school year for children transitioning into and out of Head Start	Family Service Manager Transition Manager Teaching staff and other management team	Beginning of and end of school year for transitioning students	Parent sign in sheet.	Head Start Parent Hand Book	Parents will be prepared to exercise their rights and responsibilities concerning their child's education in the school setting.

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1304.40(1)-(4)(ii)Family Partnership/Parent Involvement in Transition Activities: Continued: and (ii) assist parents to communicate with teachers and other school personal so that parents can participate in decisions related to their child's education.	<ol style="list-style-type: none"> 1. Parents will be asked to look over the Transition Time Line Plan in order to meet the needs, concerns and questions regarding child's education. 2. Transition Visits/Periods will be made available to parents to assist them in communicating with school personal regarding any decisions with their child's education. 	Transition Manager H.S. Teaching Staff and other H.S. Management team Elementary Kindergarten staff	<p>At the beginning and end of the school year.</p> <p>At a minimum of at least twice a year before the child enters and exits out of Head Start.</p>	Parent's input on Transition Time Line Plan.	<p>Transition Time Line Plan</p> <p>Pre-schedules dates for transition visits and or other transition activities before a child enters and exits out of Head Start..</p>	Parents will be provided with a continuum of involvement in all off their child's transitioning activities and will be able to openly address any decisions regarding their child's education.

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<p>1304.41(c)(1): Community Partnerships/Transition Services: Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings</p>	<p>1. One transition visits to the next school setting will be planned by both the Head Start Program and area Elementary School during the school year.</p>	<p>Transition Manager, Teaching Staff and Management Team, Elementary Kindergarten Staff.</p> <p>Disabilities Manager, Transition Manager and Family Service Manager</p>	<p>Fall Spring</p> <p>Fall Spring</p>	<p>Memos to parents, Transition Skills sheets, Questions Parents Have about Kindergarten sheet, List of books to prepare children for transition I</p> <p>Memos to parents, Transition Skills sheets, Questions Parents Have about Kindergarten sheet, List of books to prepare children for transition</p>	<p>Partnership Agreement with LEA and or other programs that will maintain and support successful transitions for all enrolled children and their families.</p>	<p>To ensure and maintain successful transitions for all children and their families who are enrolled in Head Start and who will be exiting out of Head Start.</p>

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<p>1304.41 (c)(1)(i) Community Partnership/Transition Services: (i) coordinating with the schools or other agencies to ensure that Individual Early Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placement to Early Head Start or Head Start.</p>	<ol style="list-style-type: none"> 1. In process of establishing partnerships with Early Intervention Programs regarding transfer of records for those children who will be enrolling into Head Start 2. All Transitioning Children's folders will be transferred to next placement center with copies of all relevant records which will include: Birth certificate, Immunization record, and Certificate of Indian Blood at the end of the school year. 	<p>Transition Manager</p>	<p>Transition Manager will be prepared to send children's record upon written request to the next placement center before the first day of school.</p>	<p>Parents signatures on the Transfers of Records form authorizing the Transition Manager to release all relevant records needed for next placement setting.</p>	<p>Transfer of Records form with parent and authorizing personals signatures.</p>	<p>All individual relevant records that will be needed for next placement setting will be transferred in a timely matter to the child's next school setting.</p>

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1304.41(c)(1)(ii) Community Partnership/ Transition Services (ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers social workers and health staff to facilitate continuity or programming:	Partnerships Established with local LEA, principal and Kindergarten staff. In process of establishing Partnerships with local Child Care Program, WIC program and other Tribal programs that may service the same children who will be transitioning into and out of Head Start.	Transition Manager	On-going	Partnership Agreements that include all relevant procedures that will support and maintain successful efforts in all transition activities with all counterparts in pertinent school settings.	Continued contact with LEA regarding Partnership and updates. Signed Partnership Agreements that includes all counterparts' signatures. Meeting with other programs to establish partnerships that will ensure continuity of programming.	A continuum of all Transition services between all relevant counterparts will be established and maintained to ensure a continuity of services to all children and their families who will transition into and out of Head Start.

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1304.41(c)(1)(iii) Community Partnership/ Transition Services: (iii) initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children;	Prescheduled transition meetings including Transition IEP meetings will be scheduled through the Disabilities Manager during each school year to discuss progress and development of the child.	Transition Manager Head Start teachers and other Management Team, Elementary Principal and Kindergarten Staff	Spring	Signatures on sign in sheets for meetings. Agendas	School calendars	All parties will be involved in the child's developmental progress of the children in Head Start.

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1304.41 (c)(1)(iv) Community Partnership/Transition Services (iv) initiating joint transition related training for Early Head Start or Head Start staff and school or other child development staff;	In process of establishing partnerships with local Child Care Program and WIC program so that joint efforts in Transition trainings can be established with these programs and any other pertinent programs.	Transition Manager, Child Care Program Manager, WIC Program Manager and other staff members.	Annually	Signed Partnership Agreements that will include joint transition related trainings.	Set Meeting date that will involve all Head Start Teaching staff, Elementary Kindergarten teaching staff and other pertinent Administrative staff.	Trainings will allow teachers, and other staff, parents to work together to share resources needed in order to facilitate continuity of programming and ease transition for the children and their families.

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<p>1304.41(c)(2) Community Partnership/ Transition Services</p> <p>(1) To ensure that most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child’s third birthday. The process must take into account: the child’s health status and developmental level, program progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community, As appropriate, a child may remain in Early Head Start, following his or her third birthday” for additional months until he or she can transition into Head Start or another program.</p>	<p>In process of establishing partnerships with local Family Child Care program and other local programs that service all eligible Head Start children that will include ways for families to meet health needs of their children and that will also include the appropriate placement of the child based on his/her needs.</p>	<p>Transition Manager and other management staff. Child Care manager and other staff.</p>	<p>Annually</p>	<p>Partnership Agreements signed with all pertinent signatures.</p>	<p>Meeting with local relevant child care programs to establish partnerships.</p>	<p>Partnerships will help support the continuing growth of the child that will assist parents and staff in meeting the needs of the family goals and strategies set forth in the Family Partnership agreements.</p>

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<p>1304.20(f)(2)(iii) Child Health and Developmental Services (iii) (grantee) participates in and supports efforts for a smooth and effective transition for children who at age three will need to be considered for services for preschool age children with disabilities.</p>	<p>Transition Manager at this time is not included in these areas of service. Refer to Disabilities Manager who at his time is in process of developing a Child Health and Development Services plan with local programs.</p>	<p>Disabilities Manager and other staff.</p>	<p>Annually</p>	<p>Service Plan</p>	<p>Established partners with pertinent local programs</p>	<p>Transition plan will be in place at least six months before the child's third birthday. Any and all steps that will be needed in order to make preparation for the child with disabilities will be in place to ensure delivery of services priorities and placement for the child and family.</p>

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1308.4(g) Transition Services for Children with Disabilities. The plan, when appropriate, must address strategies for the transition of children into Head Start from infant/toddler programs (0-3years) as well as the transition from Head Start into the next placement. The plan must include preparation of staff and parents for the entry of children with severe disabilities into Head Start.	Transition Manager at this time is not included in these areas of service. Refer to Disabilities Manager's plan for those students with severe disabilities who will be enrolling into and out of Head Start.	Disabilities Manager and other program Managers	Before child enters into and before child transitions out of Head Start	IEP planning form, Signatures from IEP meetings and sign in sheet.	Early Intervention Planning and strategies.	An appropriate plan will be in place to ensure that any special equipment or furniture will be provided for the child with disabilities and to ensure appropriate placement. Staff and parents will also be prepared in meeting the overall goals of the child.

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<p>1308.21 (a)Transition Services for Children with Disabilities Parent participation and transition of children into Head Start and from Head Start to public school. (Support parents, provide information, provide opportunities to observe, provide follow-up assistance and activities, refer to support groups, inform parents of resources.</p>	<p>Transition Manager at this time is not included in these service areas. Refer to Disabilities Manager who at this time has Early Intervention Services established that will include making contact with supports regarding children who will be transitioning into Head Start from their Early Intervention Programs. Resources will be provided to parents prior to their child enrolling into Head Start.</p>	<p>Disabilities Manager Transition Manager and other Management Team</p>	<p>On going throughout school year</p>	<p>Phone calls Program Forms/Contact forms/ Center visit forms, Parent signatures from meetings</p>	<p>Established supports and resources.</p>	<p>Supports and resources will be in place to assist parents with services for their child.</p>

