

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Transition to Head Start**

### POLICY:

The program will facilitate transition services for children and families enrolling in the Head Start program.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41.*

### PROCEDURE:

1. Children and families will be given the opportunity to participate in planned program activities designed to ease their transition from home or other child care setting, into the Head Start program.
  - a. Opportunity to meet the staff and socially interact with a small group of children.
  - b. To view the classroom and be involved in activities that will become part of their daily schedule/routine;
  - c. To see buses and become conscious of the vehicle, staff and it's purpose.
2. Methods for conducting transition activities will include one or more of the following:
  - . Open House
  - . Child-Find/Screening programs
  - . Phase-in program
  - . Individual center/classroom visits
3. Each family will have the opportunity to participate in orientation/transition activities to:
  - a. Receive information about the program, services, policies and procedures;

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- b. To socially interact with staff, children and other Head Start families;
- c. To view Head Start facilities and materials;
- d. To participate in transition meetings for children leaving early intervention programs and/or with disability.

*Approved by the Policy Council August, 2007*