

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 19, 2010

SUBJECT: Discussion/Approval of Transition Services
2010-2011 Program Plan

RATIONALE/NEED: The program plan must be approved annually to
comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

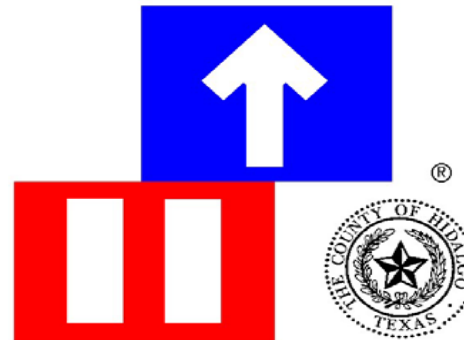
RELATED INFORMATION INCLUDES: Transition Services Program Plan

INITIATED BY: Ramiro Silva, Transition/Literacy and Community
Partners Director 

REVIEWED BY: Nora S. Munoz, Assistant Program Director 

EXECUTIVE DIRECTOR'S APPROVAL: 

Hidalgo County Head Start Program



TRANSITION SERVICES PROGRAM PLAN 2010-2011

Community Partnership Advisory Committee Approval: 04.30.10
Policy Council Approval: 05.19.10
Commissioners' Court Approval:

**HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2010 - 2011**

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) *Transition Services*

Goal: *To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.*

Objective: *To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency. Staff will prepare a packet to be transferred to the next educational setting.	Center Managers	Transition Director	On-going	Confidentiality Statement – Child Record
2. The Program will maintain on-going communication and cooperation between the Head Start staff and their counterparts in the schools and community programs.	Center Managers	Transition Director	On-going	Networking Meeting Record
3. The Program will meet with the center managers and support services facilitators to facilitate preparing and involving children and parents in transition activities.	Transition Director Area Directors	Transition Director	On-going As scheduled in May	Field Trip Request Form
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions.	Transition Director Family Services Director	Transition Director	On-going	

**HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2010 - 2011**

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) *Transition Services*

Goal: *To encourage and involve parents in the transition of their child into Head Start.*

Objective: *To involve the parents in the transition of their children into the Head Start Program; and to plan the transition of children with disabilities into the Head Start Program.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The Program will coordinate with ECI Early Childhood Intervention agencies on children who are being referred to the Head Start Program.	Center Managers, Support Services Facilitators and Support Services Assistants	Transition Director	On-going	Referral Data Confidentiality Statement
2. The Program will conduct “face to face” transition meetings with the parents, ECI agency, and the local education agency.	Center Managers, Support Services Facilitators and Support Services Assistants	Transition Director	On-going	Referral Data
3. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Head Start Program.	Transition Director & Special Services Director	Transition Director & Special Services Director	On-going	Confidentiality Statement

**HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2010 - 2011**

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) *Transition Services*

Goal: *To ensure that the Transition Services are successfully implemented.*

Objective: *To ensure that the performance standards on Transition Services are met.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The Program will ensure that implementation and compliance of the Head Start Performance Standards in the areas of Transition.	Transition Director	Transition Director	On-going	Referral Data Form Information Packet
2. The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs.	Transition Director, Staff Development & Dept. Directors	Transition Director	On-going	
3. The Program will prepare and submit a monthly report on all Transition activities.	Transition Director	Transition Director	On-going	

**HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2010 - 2011**

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) *Transition Services/On-going Monitoring*

Goal: *To ensure that the program is effectively implementing Federal regulations.*

Objective: *To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Transition.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. Transition Packets-Parents are notified of necessary records and information that is required for enrollment to their designated school district. We will prepare a packet to be given to local education agency at the end of school year.	Center Managers	Transition Director	On-going	Confidentiality Statement – Child Record
2. Transition Networking Meeting- The department will have an ongoing communication and cooperation with the Head Start staff and the local education agency and community partners.	Center Managers	Transition Director	On-going	Networking Meeting Record
3. The Program will meet with the center managers and support services facilitators to prepare and involve children and parents into transition to public school	Transition Director Area Directors	Transition Director	On-going As scheduled in May	Field Trip Request Form
4. ECI Early Childhood Intervention Agencies- The department will arrange for meetings to be held between the referring agency and the Head Start staff.	Transition Director Family Services Director	Transition Director	On-going	Referral forms Tracking Logs
5. Face to Face Meetings-The department conducts meetings with the parent, ECI agency and with the local community partners.	Transition Director	Transition Director	Ongoing	Referral forms Tracking Logs
6. Community / LEA Meeting for Transition Packages – The department will meet with the Local Education (school districts) to hand deliver Head Start children’s transition packages.	Transition Director	Transition Director	Ongoing	Agendas Sign-In Forms