

DOÑA ANA COUNTY HEAD START

TRANSITION PROCEDURES INTO & OUT OF HEAD START

IN:

- **Early Head Start Procedures (request record from PLN).**
- **Provide “transition in bag” for every enrolled Head Start student.**
- **At orientation hand out:**
 1. **Smoother Reunions.**
 2. **Smooth goodbyes, great hellos.**
 3. **Transition means change.**
- **Make sure each center introduces:**
 - **“Kissing Hand” book and puppets.**
(Make sure teachers put it in lesson plan in September).
- **Disabilities Specialist attends ECI 90-day transition meeting with prospective incoming Head Start families.**
- **Parent Orientation.**

OUT:

- **Provide a transition folder to parents.**
- **Complete transition partnership agreement with LCPS and GISD elementary schools.**
- **Put kindergarten registration info in DACHS Parent Newsletter.**
- **Collect and distribute flyers from LCPS and GISD elementary schools, which states which documents are needed for pre kindergarten registration.**
- **Distribute Head Start certificates of completion to Head Start children.**
- **Provide all centers with “Transition Out” kit.**