

Area: Human Resources

Subject: HR06 - Training and Advancement Opportunities - Transition

Reference: 1304.52 (k)(3)(ii)

Policy: SCOE will provide training to ensure successful transitions for children and families to and from all Head Start programs.

Procedure:

1. Child Development Supervisor will survey Head Start staff at the end of each program year to determine training needs for the following year.
2. Child Development Supervisor will review program self assessment results to identify findings related to transition of children and families.
3. Child Development Supervisor will identify the level of support and training needed that is related to transition of children and families.
4. Transition training for staff will be included in the training plan developed for the program year (as needed). Transition training will include information on the following:
 - a. Becoming knowledgeable of the new setting including physical environment and policies and procedures.
 - b. Sharing information about child and family between current staff and receiving staff.
 - c. Utilizing transition documentation that included in the Head Start Transition Plan.
 - d. Developing positive rapport between sending and receiving staff.

Supervised by: Director II, Delegate Director

Performed by: Child Development Supervisor, Grantee Staff, Delegate Staff

Forms needed: Head Start Transition Plan

Frequency: Regional Head Start – April, Migrant Head Start- August, As needed