



**North Texas Parent and Child Development, Inc.  
Early Head Start**

**Transition Plan**

**Six months prior to a child's third birthday:**

- The Social Services Manager or Family Service Worker will have a short conference with the family regarding their child's transition to Head Start. During this conference, they will be given a packet of information about Head Start, tips for transitioning, and other child care options in case the family is no longer eligible for Head Start.
- During the Fall Parent Conference the director, management team, and teacher will complete an individualized plan with the family. The Early Head Start and Head Start Social Services Managers and staff will discuss the availability of Head Start and other appropriate placements as well. If the child has a disability, the Disabilities Manager will discuss the various options for their child.

**Forms:**

**Early Head Start Transition Plan**

**Family Transition Checklist**

**Saying Good-bye – moving on**

**A Look at My Child's Development (Completed by the Parent)**

Since the Early Head Start and Head Start programs in Wichita County are two separate entities, these timeframes for the actual transition into the school will vary due to the fact that in the ISD's children cannot start unless they are three on or before September 1. Since both agencies do collaborate with one another, our EHS program works with our ISD timeframes.

**February:**

- The Social Services Manager will share the number of children that will be transitioning from EHS into each school district. The ISD Head Start personnel will in return give us their applications for our families to complete, as well as reserve these slots for eligible families.

**March:**

- The Social Services Manager will provide the family with a packet that will include: A Head Start Application, information on the Head Start Program, disabilities information (if needed), a copy of the birth certificate, shot record and medical information for the family to give to the Head Start Program. Parents will schedule an appointment to return packets to Head Start staff at the Early Head Start center, this way they will be able to



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gather other and current documents that will be needed in order to be screened.

- EHS, will have a Head Start Representative come and talk with the parents about their program as part of the transitioning process.

**April/May:**

- The Early Head Start Social Services Manager, Education manager and Head Start staff will arrange for all parents and children transitioning to Head Start to take a field trip to visit one of the Head Start Centers.



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**Interagency Agreement**

**Participating Agencies:**

North Texas Parent and Child Development, Inc. Early Head Start: Serving pregnant mothers, infants and toddlers from ages 0 – 3.

Region Nine Education Service Center Head Start Program: Serving children ages 3 & 4.

**Purpose of this Agreement:**

We recognize that a transition from Early Head Start to an early childhood program is a major event in a child's life. We believe that family participation is crucial to a successful transition and wish to include families in all aspects of transition planning. Our commitment is to keep each other well informed, to avoid duplication of effort, to provide services that are of the highest possible quality, to ensure that needs are met as