

Child's Name _____
Program _____

EHS to HS Transition Checklist Begin when child is 2.5 years of age
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- Complete Head Start Application and Income Verification. Turn into Enrollment Dept. Complete when child is 2.5 years old.
- Complete initial planning conversation with parent when child turns 2.5 years.
- Complete initial planning conversation Event in Child Plus and email Mary C with child's name and date of conversation.
- Give parent new site number for the classroom so they can call the county and change subsidy, 2 weeks prior to HS start date (CB only).
- Make sure all information is up to date in Child Plus: Health Stats, FPA/Family Goals, Child Goals, Parent Contacts, Home Visits and contact information.
- CBFS/FA contacts Rebecca about children with mental health needs who are transitioning to HS.
- CBFS/FA contacts Barb K about children with disabilities who are transitioning to HS.
- Complete EHS to HS transition planning meeting with team 2-4 weeks prior to HS start date. Ideally the CBFS/FA, Teacher, receiving Teacher, FOW and parent will be part of this meeting.
- Transition social story is completed by receiving Teacher or FA and delivered to family minimally 2 weeks prior to HS start date. (HB completes this step in spring if possible).
- Set up classroom visit (s)
- CB only timeline
 - *Send along EMG. CARD and HCA during transition period**
 - Day 1- Visit 1 hour
 - Day 2-Visit 2 hours
 - Day 3- Visit 9am to Lunch (Noon)
 - Day 4- Visit 9am thru Nap (3PM)
 - Day 5- Visit Whole Day (9 am-Parents Pick up at new site)
- Make sure ALL of children's items (nap blanket, clothes) are sent to new classroom (CB only)
- Send all site files and classroom paperwork to RA- Master File
- CBFS/FA departure wishes to family

*CB= Center Based EHS