

Transition Agreement

Between Clark County Birth to 3, Head Start &

Time Period covered by agreement: 11-1-2002 to 2-1-2003

Purpose statement

The purpose of this agreement is to promote a smooth and effective service delivery system for young children with special needs as they make the transition from Birth to 3 services to preschool services at age 3. We recognize that a transition from early intervention to early childhood services through schools or Head Start is a major event in a child's life. This agreement will establish guidelines for each agency to follow and reflects our commitment to increase collaboration among participating agencies. We wish to keep each other well informed, provide high quality services, reduce duplication of effort, and ensure that the priorities, resources, and concerns of each family are at the center of each child's transition.

Child Find

Clark County Birth to 3 will send non-identifying information to the school district twice a year in November and April including month and year of birth date and possible needs. This information will be sent to the school district referral contact person. **Provision:** With parent permission, referrals that Birth to 3 receives within 90 days of the child's third birthday will be a joint evaluation effort between the Birth to 3 program and the school district to reduce duplication of services.

Birth to 3 will:

- Provide fliers with Birth-to-3 information to the school district for distribution at screenings
- Provide short articles for school newsletter
- Provide information for or attend Head Start open house
- Attend Child Development Days and cooperate with the school staff to screen children under the age of three

School/Head Start will:

- Inform Birth to 3 when they suspect a child under the age of three may have delay or the parent wants/needs more information (learning checkup)
- Invite Birth to 3 to Child Development Days as soon as it is scheduled
- When Birth to 3 participates in screening children, the school will share information with Birth to 3 including first name and birth dates of children scheduled prior to the event
- Share census information for child find purposes on an annual basis
- Census information will be sent to Birth to 3 by a person designated by the district
- Post/distribute Birth to 3 screening information, flyers and newsletter articles

Transition Process

Birth-3 will:

- Talk to families about service options that may be available when the child turns three
- Convene a transition planning meeting 3-6 months before the child's 3rd birthday
- With parent permission, invite a representative from the school and other agencies as appropriate (including Head Start, child care)

School/Head Start will:

- Send a representative when invited to a transition meeting for a child within their district/service area
- Referral for special education services may occur before, during or after the transition planning meeting

With parent permission information regarding the child's needs will be provided to the school before the meeting to assist the school or agency in designating a representative to attend the transition planning meeting.

Transition planning meetings for children with June, July or August birthdays will be held by March 15th. Transition planning meetings for children with September birthdays will be held by April 1st. Transition planning meetings for children with October or November birthdays will be held in May.

Transition planning meeting will include:

- Review of IFSP
- Sharing of information regarding child and family needs
- Discussion and planning regarding a referral to the school/Head Start
- Development of a transition plan with the family

Transition plan will include:

- Plans for referral, including when a referral may be made and list of who is responsible during the process
- Plans for preparing the child for transition and who is responsible
- Supports for families and who is responsible

Once a referral has been made to the school, the school will:

- Contact parent, inform parents of their rights in the process and do assessment planning (who, what, when)
- Get parent consent for evaluation when needed
- Conduct necessary assessment including parents in the process
- Convene the IEP team meeting
- With permission, invite Birth to 3, Head Start, if eligible and other care providers
- When possible, the IEP meeting will be scheduled one month before the date it will occur
- Invitations to Birth to 3 will be sent through the Service Coordinator, Peggy Buchda, 517 Court St. Room 503, Neillsville, WI 54456
- Determine eligibility based on assessment data gathered and eligibility criteria
- If eligible, develop goals and objectives and determine placement in Least Restrictive Environment
- Determine transition opportunities for the child and family, starting and ending dates of IEP
- Obtain consent for placement
- If not eligible, discussion of other options will occur and the family will be informed of further screening opportunities
- Children with disabilities in need of special education services who turn three during June, July or August will have an IEP in place by the end of the school year
- With consent from the parent a copy of the IEP evaluation report and, when the child is eligible for services, the individual plan will be sent to Peggy Buchda, 517 Court St. Room 503, Neillsville, WI 54456

Monitoring the agreement

The monitoring group will meet on an annual basis and will be called by Birth to 3. The monitoring group will consist of at least one representative from each school district serving children in Clark County, Birth to 3 program and ICAA Head Start. The annual review will occur before November 1 of each school year. The evaluation of the agreement will occur through gathering feedback of professionals involved in transitions at the annual meeting.

Family satisfaction with the transition process will be evaluated through formal or informal surveys. Surveys will be sent out (with stamped and addressed return envelopes) following the transition process by the Birth to 3 Program Coordinator. The survey will be returned to the Birth to 3/Family Support advisory committee at Clark County Community Services, 517 Court St. Room 503, Neillsville, WI 54456. The results will be shared with the monitoring team at the annual review of this agreement. This survey process will be developed during the 2002-2003 school year and be in place by February 1, 2003.

Children turning 3 during April-October

Birth To 3 may provide children services through the summer on a case-by-case basis, based on the needs of the child and family as determined by the IFSP. Children with disabilities in need of special education services who turn three during June, July, August or September will have an IEP in place by the end of May. The IEP team will consider extended school years (ESY) services based on the needs of the child and ESY criteria. For children turning three early in the school year the school will consider beginning services prior to age three.

District Administrator Signature *Date*

Clark County Birth-To-Three Contact Signature *Date*

Director of Special Education Signature *Date*

Indianhead Community Action Agency Contact Signature *Date*