



HCSB 2018-021

EAST COAST MIGRANT HEAD START PROJECT

LETTER OF UNDERSTANDING

East Coast Migrant Head Start Project (ECMHSP) _____ Jennings _____ Center

Public School _____ Hamilton County Elem _____

Purpose:

This letter of understanding is to request the assistance of the Public School in providing a smooth and secure transition to children and their families from East Coast Migrant Head Start into the Public School system.

During the transition process East Coast Migrant Head Start Project will:

- Provide training to preschool staff on transition to public schools and how they can help the transitioning children get ready for kindergarten.
- Provide training to parents on transition to public schools and how they can help their child get ready for kindergarten.
- Help parents prepare documentation and materials they will need to register and start their child in public school, including IEP documentation when appropriate.
- Coordinate a schedule for observation visits by ECMHSP center staff to the public school, and by public school kindergarten teachers to ECMHSP center.
- Coordinate a presentation from a public school representative to talk about transition to public schools at a parent meeting.
- Accompany parents to register children at school if needed.

To support the transition process Public School Hamilton Co. Elem

- Meet with ECMHSP Early Childhood Education Coordinator to review and discuss the overall transition plan.
- Allow observation visits by ECMHSP center staff to the public school and by public school kindergarten teachers to ECMHSP center.
- Designate a public school representative to talk about transition to public schools during a parent meeting.
- Give permission to visit the kindergarten classroom by parents.
- Give permission to transitioning children to visit the public school a minimum of one time, arranging for them to participate in a different type of activity during each visit (e.g., a small group activity, lunch in the cafeteria or a special event)

Rex L. Mitchell
Principal or Public School Representative

8/14/17
Date

ECMHSP Early Childhood Education Coordinator

Date

APPROVED BY HAMILTON SCHOOL BOARD

ON 8/14/17

Rex L. Mitchell
SUPERINTENDENT

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