

## PROCEDURES

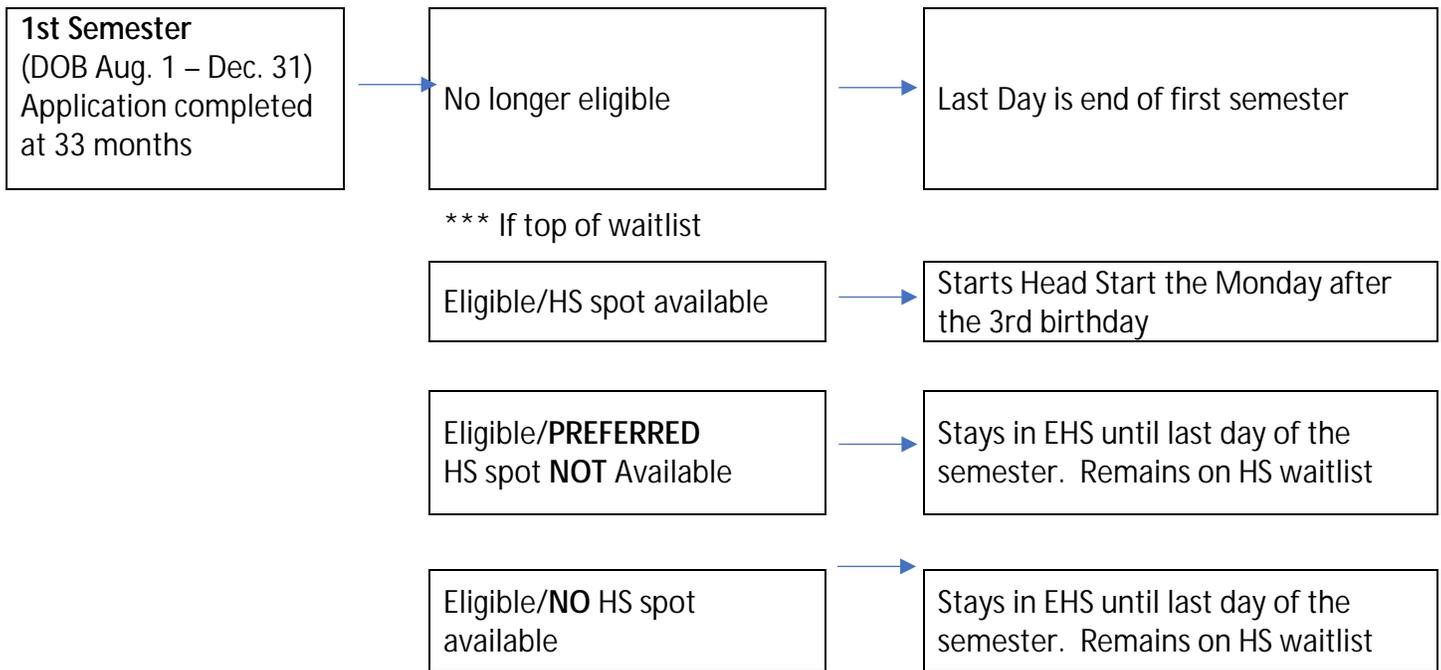
### HEAD START/EARLY HEAD START EDUCATION

1. EHS Transition Flow Chart - Cleveland Center
2. Home-Based Group Socialization Activity
3. Home-Based Home Visits

**Early Head Start Transition  
Flow Chart - Cleveland**  
Regulation Reference: CFR: 1302.70

**1st Semester – Use Report 2025, enrolled, name, age, birthday**

If the child has a disability, contact Disability Specialist to make sure all ECI information is collected and analyzed. All applications for Head Start completed when the child is 33 months.



When transitioning to Head Start first semester, if the birthday is after Sept. 1, must enroll child into a classroom that is **NOT AN AISD classroom**.

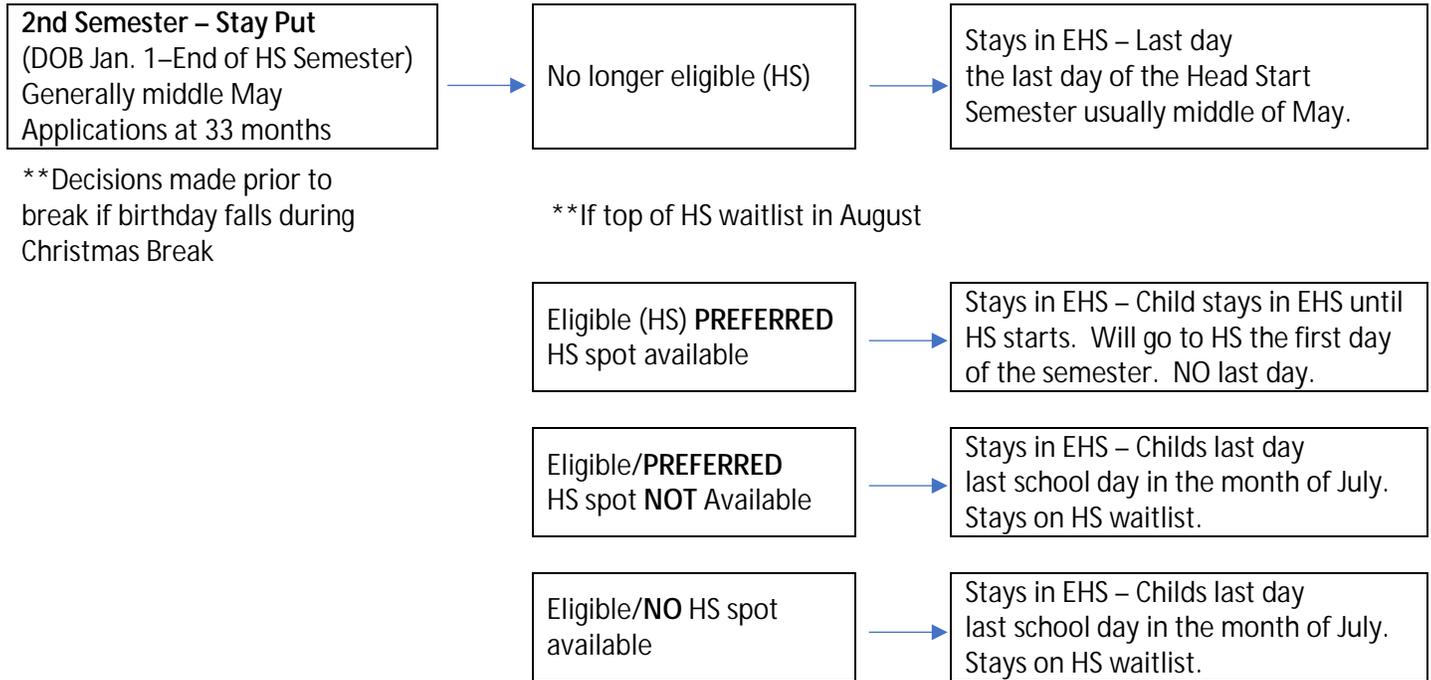
**\*\*\* If parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be End of Semester in December.**

# Early Head Start Transition Flow Chart - Cleveland

Regulation Reference: CFR: 1302.70

## 2nd Semester

If the child has a disability, contact Disability Specialist to make sure all ECI information is collected and analyzed.  
All applications for Head Start completed when the child is 33 months.



When staying in Early Head Start until May due to no longer begin eligible, it is imperative that parent is aware that if their financial or family situation changes after the application is complete (ex. Now homeless, job loss, loss of income, child newly diagnosed with a disability), contact FSA to update with new information because this could impact Head Start eligibility.

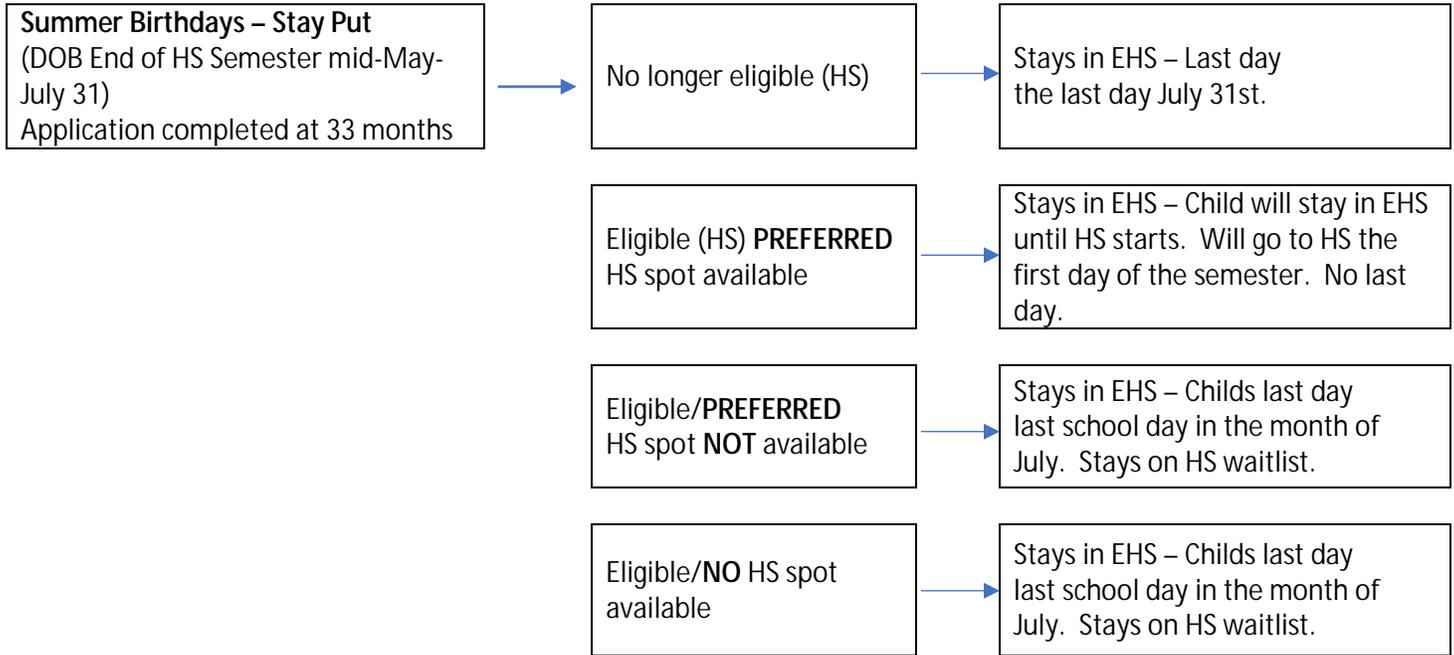
**\*\*\* If parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be End of Head Start Semester in May.**

# Early Head Start Transition Flow Chart - Cleveland

Regulation Reference: CFR: 1302.70

## Summer

If the child has a disability, contact Disability Specialist to make sure all ECI information is collected and analyzed.  
All applications for Head Start completed when the child is 33 months.



**\*\*\* If parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be last school day in the month of July.**

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER

#### Head Start/Early Head Start

Subject: Home-Based Group Socialization Activity	Section: Education
Program: Head Start/Early Head Start	Date Revised: April 11, 2019
Regulation Reference:	45 CFR Part(s): 1302.22(c)(1)(ii) 1302.22(c)(2)(ii)

The Head Start/Early Head Start program must provide, at a minimum, two group socializations per month for each child (a minimum of 16 each year for Head Start and a minimum of 22 each year for Early Head Start). The purpose of the Home-Based Group Socialization Activities is to provide a group setting for children and their parents to experience peer group interaction through age-appropriate activities and support child development by strengthening the parent-child relationship.

#### Procedure:

1. At the beginning of each program year, Home Educators with home-based parent input, will decide on the Group Socialization days and times that are most convenient. This information will be for scheduling purposes but can be changed at any time with parent input.
2. Families will be notified of the upcoming socializations prior to the scheduled date and time. Home Educators will contact families to promote the socialization and encourage attendance.
3. The Head Start/Early Head Start program will provide snacks/meals, approved by the Nutritionist, to the children during socializations.
4. Provide age-appropriate activities for participating children that are intentionally aligned to school readiness goals and the Head Start Early Learning Outcomes Framework Birth to Five.
5. Activities will be designed to encourage parents to observe and interact with their children while focusing on child development activities that parents and children can enjoy together. Parents will be encouraged to share experiences related to their children's development with other parents to strengthen parent child relationships to help promote parent understanding of child development.
6. Home Educators will promote parent engagement during socializations by offering parents opportunities to participate in activities that support parenting skill development and family partnership goals.
7. Home Educators will engage and interact with the children and/or parents always and will consistently model strategies for engaging and supporting development during parent-child activities throughout the socializations.
8. All socializations cancelled by the Head Start/Early Head Start program will be made up by Home Educators when necessary, to meet the minimums stated above.
9. Due to time for preparation, implementation and clean-up, Home Educators will not schedule any home visits before or after the GSA. Exceptions will be discussed with the supervisor.
10. Home Educators will share in the responsibility of ordering the food, room arrangements, speakers, and flyers. These responsibilities will be assigned to each Home Educator for the program year, or they will be rotated at a designated time throughout the program year.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

<b>Subject: Home-Based Home Visits</b>	<b>Section: Education</b>
<b>Program Head Start/Early Head Start:</b>	<b>Date Revised: April 11, 2019</b>
<b>Regulation Reference:</b>	<b>45 CFR Part(s): 1302.22(c)(1)(2);1302.35</b>

- 1) In Head Start and Early Head Start, the Home Educator conducts the initial home visit.
- 2) After the initial home visit is completed, the Home Educator will begin using the Parents as Teachers foundational curriculum for lesson planning and using the approved designated on-going assessment.
- 3) The Home Educator will complete a lesson plan weekly with the parent according to the established Parents as Teachers foundational curriculum.
- 4) Home visit experiences will focus on promoting high quality early learning experiences in the home and growth toward the goals described in the Head Start Learning Outcomes Framework: Birth to Five.
- 5) Home visits will focus on:
  - Age and developmentally appropriate, structured parent-child learning experiences
  - Provide research-based information in areas of parent-child interactions, parenting behaviors, child development and family well-being.
  - Strategies and activities that promote parent’s ability to support the child’s cognitive, social, emotional, language, literacy and physical development
  - Strategies and activities that promote the home as a learning environment that is safe, nurturing, responsive, language, and communication rich
  - Research–based strategies and activities for children who are dual–language learners that recognize bilingualism and literacy as strengths
  - Home language development, while providing experiences that expose infants/toddlers and parents to English
  - English language acquisition and continued development of the home language, for preschoolers.
  - Follow up with families to discuss learning experiences provided in the home between each visit, address concerns, and inform strategies to promote progress toward school readiness goals.

### **Home-Based Home Visits, cont.**

- 6) The Home Educator, who also provides family services, will discuss the following items: Education, Family Literacy, Health/Safety, Medical/Dental, Nutrition, Family Engagement, Social Services, Strengths, Needs and Goals of families per Family Partnership Agreement.
- 7) The Home Educator will continue to visit each family once a week for 1 ½ hours carrying out the home-based program option as stated in the Head Start Performance Standards.
- 8) Home visit documentation is entered into management data base, according to established timelines and requirements