



# Meridian Public Charter School

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## **Transition Policy for Head Start and Early Childhood Programs**

March 2019

Meridian Public Charter School is committed to meeting the early learning transition requirements under the “Every Student Succeeds Act (ESSA).” This document serves as **Meridian’s Transition Policy** for Head Start and other Early Childhood programs, and details the types of activities Meridian will undertake in order to better serve young students entering the school in Pre-Kindergarten and Kindergarten.

### **Meridian Transition Team Members and Responsibilities**

Meridian’s Transition Team will be **headed by the Director of Early Childhood**, Ms. Shedon Williamson. Ms. Williamson will oversee the transition requirements detailed below. Other team members include: The **Instructional Coach for Pre-K – 2<sup>nd</sup> grade** who will be responsible for planning and executing the Standards, Curriculum and Instruction activities; at least one **PK or K lead teacher**, who will be responsible for planning and executing transition events; the **Manager of School, Family and Community Engagement** who will be responsible for communicating Meridian’s transition events to prospective and newly enrolled families; and the **Data Manager/Student Records Coordinator**, who will be responsible for implementing the Data and Records Sharing activities to ensure Head Start Transition packets for newly enrolled students are received by Meridian’s Early Childhood instructional and Student Support teams.

### **Transition Events for Incoming Students and Families– Spring/Summer 2019**

Meridian will hold the following transition events this spring and summer. For more information about these, contact [enroll@meridian-dc.org](mailto:enroll@meridian-dc.org).

1. **Information Sessions/Preschool Tours**
  - a. Weekday sessions, each from **9-10:30 AM**, on **March 27, April 10, April 24, and May 15**
  - b. Saturday sessions on **April 20 and May 18**
  - c. Friday, April 5, 2019 during Meridian’s **Community Block Party, 9 AM – 4 PM**
2. **Rising Kindergarten Families Tours on Wednesday, May 29** for students and families currently attending Meridian’s PK4 program, plus newly enrolled for Kindergarten in school year 2019-20.
3. **Family Meet and Greets** on Friday, **July 12** and **August 9**: Playdate/parent networking event for new and currently enrolled families in PK3, PK4, and Kindergarten.
4. **Parent Orientation**: Schoolwide event for all families and grade levels; families will learn classroom assignments, have an opportunity to meet student’s new teacher and learn about the curriculum for the year, review the school’s key policies and procedures (arrival/dismissal, attendance, uniforms), before and after school programs, etc. Exact date TBD (typically in early/mid-August, within 2 weeks before the start of school).

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5. **Open House for Pre-K and Kindergarten Families:** Visit your child's classroom, meet the teacher, etc. Exact date TBD (Friday before the first week of school).

**Other Activities the Meridian Transition Team will engage in to support students and families include:**

#### **Data and Records Sharing**

Meridian Transition Team members will participate in data-sharing in order to improve transitions from Head Start and other early childhood programs to Meridian. This includes:

1. Attending joint professional development sessions to learn about Head Start Transition packets.
2. Adding to Meridian's enrollment form the question: *Which early childhood program did the child attend?*
3. Identifying those Head Start Agencies or other early childhood programs that send the largest number of children to Meridian.
4. Beginning in the 2019-20 school year, participating in training to learn how to access early childhood data through a secure OSSE data system.
5. Beginning in the 2019-20 school year, examining and using early childhood data to improve instruction, special education placement, health services, and family and other supports.

#### **Communication and Coordination of Services, Parent and Family Engagement**

Meridian Transition Team Members commit to the following annual communication and coordination activities:

1. Meeting at least annually with the DC Head Start Association.
2. Posting the Meridian Transition Policy for Head Start and Early Childhood Programs online at .
3. Posting transition events for prospective and newly enrolled pre-school and Kindergarten students and families.
4. After the My School DC lottery acceptance date, Meridian will:
  - a. Provide OSSE, Head Start Agencies (HSAs), and other early childhood centers with the dates of open houses, playdates, summer academy or transition events for the upcoming school year for confirmed enrolled students.
  - b. Post PTO or other meetings for parents to attend.
  - c. View incoming students' transition packets/data and contact Head Start staff to discuss student needs.
  - d. Conduct meetings with Head Start and Meridian staff and parents to discuss individual student needs.
  - e. Provide translation/interpretation in home language to support parents, as needed.

#### **Joint Professional Development**

Meridian Transition Team members will also annually participate in joint professional development (PD) activities, including but not limited to areas such as:

1. Early childhood-Elementary professional development activities jointly organized by OSSE, HSAs, LEAs and/or early childhood programs.
2. Early childhood training sessions organized by OSSE, DC Head Start Association, DC Association for the Education of Young Children, DC HSAs, other early childhood programs, LEAs, or Public Charter School Board.
3. Meridian's own training sessions for Pre-K3 – second grade staff, with HSAs and other early childhood programs invited.

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4. National or regional conferences or webinars with experts on best practices for early childhood/transition.

### **Standards, Curriculum, Instruction**

Meridian Transition Team members will work collaboratively each year with DC HSAs on standards, curriculum, and instruction. This may include the following activities:

1. Organize and/or participate in joint professional development on DC CCELS, Common Core State Standards in reading and math, science, arts, the WIDA English Language Development Standards/Early English Language Development Standards, and/or other applicable standards and how to effectively use curriculum to meet such standards
2. work directly with the HSAs or early childhood development programs from which a majority of entering students come, to align individual lessons or curriculum activities that meet the aligned standards;
3. share facilities for professional development in cases where scheduling, location and legal requirements may allow; and/or
4. send a literacy coach, math coach or similar leader to the HSAs (or other early childhood development program, if feasible) to explain academic expectations at Meridian and help improve alignment and coordination between early childhood development programs and Meridian.