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# Transitional Kindergarten

## Coordinated Enrollment and Referral Planning Worksheet

### Introduction

Transitional Kindergarten offers school districts the option to serve four-year-olds who do not have access to high quality early learning prior to kindergarten. This includes children who are on waitlists for Head Start, Early Childhood Education and Assistance Program, or other Early Achievers programs. If districts are considering establishing a Transitional Kindergarten program, OSPI recommends that planning teams use this worksheet to consider the need for and feasibility of these new classrooms for four-year-old children and families and how to work in partnership with other community programs to meet the need.

### **This worksheet includes information for developing a coordinated referral and enrollment plan**

- 1) Find out who is providing care and education of four and five-year-olds in your area
- 2) Learn about other services that are available to families with four and five-year-olds in the community
- 3) Contacts for coordinated enrollment with other preschool providers
- 4) Suggested steps for coordinating referral partnerships
- 5) Consider how to conduct outreach to families



1) Find out who is providing care and education of four-year-olds in your area

Resource	Notes
<p><b>Child Care Aware of Washington services for principal</b> can provide support to districts and principals with early learning collaboration. <a href="https://childcareawarewa.org/principals/">https://childcareawarewa.org/principals/</a></p>	
<p><b>Early Learning Collaboration Child Care Provider Data Request Form</b> Find out all licensed early learning centers, homes, and ECEAP or Head Start programs in your school’s vicinity. Principals fill out the form to request a summary of active and licensed child care providers, Head Start, and ECEAP programs including their contact information, type of care, total licensed capacity, total desired capacity, minimum and maximum age range of children, and the Early Achiever’s Quality Rating. <a href="https://www.formstack.com/forms/?1808300-uCRjEHZhEN=">https://www.formstack.com/forms/?1808300-uCRjEHZhEN=</a></p>	
<p><b>ECEAP &amp; Head Start Saturation Study</b> DCYF provides the number of slots in ECEAP &amp; Head Start, the number of estimated eligible children, the number of unserved eligible children, and priority level for ECEAP expansion. Based on this information, principals have basis to begin dialogue with early learning agencies in their neighborhood using the Head Start &amp; ECEAP saturation study as an estimate of need and a conversation tool. <a href="https://dcyf.wa.gov/sites/default/files/pdf/eceap/ECEAP_HeadStart_Saturation_Study.pdf">https://dcyf.wa.gov/sites/default/files/pdf/eceap/ECEAP_HeadStart_Saturation_Study.pdf</a></p>	
<p><b>County data on estimated number of children under age of 6</b> Click on the counties to get county- specific child care data, including data on kindergarten readiness, child poverty, and the percentage of children under six living in homes with all adults working. County reports provide trends in the number of licensed child care programs. <a href="https://childcareawarewa.org/advocacy/#data">https://childcareawarewa.org/advocacy/#data</a></p>	
<p><b>Service Area Agreements</b> Local ECEAP and Head Start programs are required to develop plans for coordination with neighboring programs. These plans and partners will be useful in helping to understand the services already being offered and areas of unmet need.</p>	



**2) Learn about other services available to families with four-year-olds in the community** Transitional Kindergarten programs work in collaboration with and do not adversely impact enrollment in community-based preschool programs. In order to assure best fit and appropriateness of services based on each child and family’s need, districts should be aware of the eligibility requirements and services that families receive from the following programs:

Program	Eligibility requirement and available services
<b>Washington Connection</b>	Washington Connection consolidates the application process for families and individuals to assess eligibility for subsidies with food, cash, child care, long-term care, Medicare, and medical assistance for elders over 65 years of age. <a href="https://www.washingtonconnection.org/home/home.go">https://www.washingtonconnection.org/home/home.go</a>
<b>Find services for children and families</b>	<a href="https://www.washingtonconnection.org/home/explorecategories.go?locale=en_US&amp;category=CH">https://www.washingtonconnection.org/home/explorecategories.go?locale=en_US&amp;category=CH</a>
<b>Washington Healthplanfinder</b>	This link offers healthcare coverage for children, parent/ caretakers with children, pregnant women, or adults ages 18 to 64 years old. <a href="https://www.washingtonconnection.org/home/home.go">https://www.washingtonconnection.org/home/home.go</a>
<b>Head Start</b>	<p>Head Start is a preschool program funded by the federal government for children ages three and four from families at or below 130% FPL or eligible for public assistance. Up to 10% of families can be over income with risk factors like homelessness, developmental delay, foster care involvement or other factors. American Indian and Alaska Native Head Start (AIAN) services are administered through tribal nations and target AIAN children and families.</p> <p>Head Start focuses on the well-being of the whole child by providing comprehensive services, including education, health services, nutrition, family support, and family engagement. For information about Head Start visit <a href="https://www.dcyf.wa.gov/services/early-learning-providers/head-start">https://www.dcyf.wa.gov/services/early-learning-providers/head-start</a>.</p>
<b>Early Childhood Education and Assistance Program (ECEAP)</b>	<p>ECEAP is Washington's pre-kindergarten program that prepares three and four-year-old children from low-income families for success in school and in life. The program is primarily for children from families at or below 110% of the federal poverty level (FPL). Children from families with incomes above 110% of the FPL are eligible if they are qualified for Special Education, and if the child or family is impacted by specific risk factors incorporated into DCYF ECEAP’s prioritization system. Additional children are allowed to be enrolled as space is available:</p> <ul style="list-style-type: none"> <li>• Additional three- and four-year-old children from families with incomes above 110% FPL, up to 200% FPL; and</li> </ul>



	<ul style="list-style-type: none"> <li>Children who turn three <u>after</u> August 31 of the school year if they have participated in ESIT, Early Head Start, or Early ECEAP and are from families either up to 200% FPL or impacted by specific risk factors.</li> </ul> <p>ECEAP focuses on the well-being of the whole child by providing comprehensive services, including education, health services, nutrition, family support, and family engagement. For information about ECEAP visit <a href="https://www.dcyf.wa.gov/services/early-learning-providers/eceap">https://www.dcyf.wa.gov/services/early-learning-providers/eceap</a>.</p>
<b>Working Connections Child Care Subsidy (WCCC)</b>	<p>Working Connections Child Care (WCCC) Subsidy assists eligible families with child care costs. To qualify, families must be at or below 200% of the federal poverty level; have eligible children; and have an approvable activity such as work; a combination of education and work; or be participating in the Department of Social and Health Services WorkFirst program. Preschool programs must be licensed or license exempt and participating in Early Achievers in order to access Working Connections Child Care Subsidy. For information about WCCC visit <a href="https://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc">https://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc</a>.</p>
<b>Special Education: Individuals with Disabilities Education Act, IDEA Part B</b>	<p>Students with IEPs may be enrolled in TK if they otherwise meet the entrance requirements and are not already enrolled in a high-quality early learning program. Students with IEPs who are age five by August 31 should be enrolled into regular kindergarten, not TK. For information about IDEA Part B visit <a href="https://www.k12.wa.us/student-success/special-education">https://www.k12.wa.us/student-success/special-education</a>.</p>
<b>Graduation Reality and Dual-Role Skills (GRADS) Program for Pregnant and Parenting Teens</b>	<p>Some communities have GRADS programs. A requirement of having a Graduation Reality and Dual-Role Skills (GRADS) Program for Pregnant and Parenting Teens program is onsite or nearby childcare, a Family and Consumer Sciences (FASCE) teacher, and an advisory board. Onsite childcare/preschools are used as learning labs for ECE and GRADS students. For information about GRADS visit <a href="https://www.k12.wa.us/student-success/learning-alternatives/graduation-reality-and-dual-role-skills-grads">https://www.k12.wa.us/student-success/learning-alternatives/graduation-reality-and-dual-role-skills-grads</a>.</p>
<b>Other: Write in other local program(s)</b>	



**3) Contacts for coordinated enrollment with other child care programs and preschool providers.** Contact and/or convene these providers to find out if these programs have waiting lists.

Child Care Program/ Preschool Provider	Contact Name	Part day, school day or extended day	Program type, Early Achievers status	Number of licensed slots	Number of available slots	Number of children who are 4 years old by August 31 on waitlist

**4) Suggested steps for coordinating referral partnerships** The school district convenes early learning programs and to create an annual or bi-annual process to stay connected for ongoing referrals and enrollment.

Action/ Meeting	Purpose	Lead Agency/ Contact	Follow up actions
Identify the other agencies and community partners involved in coordinating services for children and families	Know who to connect with to develop referral partnerships.		
Connect with key partners through Child Care Aware	Child Care Aware hosts quarterly Local Implementation Regional Meetings with child care directors in communities all across the state. They can help connect districts to local programs, including ECEAP and Head Start.		<a href="mailto:childcareaware@wa.childcareaware.org">childcareaware@wa.childcareaware.org</a>
Complete matrix of waiting list for all four-year-old and five-year-old children on wait lists	Determine unmet need.		
Meet to discuss needs of families on waitlist	Determine process to share menu of options with family for classrooms/homes to best serve the child's needs.		
Child Care Aware of Washington	Work with families to identify their child's needs, their family's needs, and how to review the options for care/education.	Child Care Aware of Washington Family Center for families seeking child care: <a href="https://childcareawarewa.org/families/">https://childcareawarewa.org/families/</a> or 1-800-446-1114	<a href="https://childcareawarewa.org/wp-content/uploads/2019/10/CC-A-of-WA-Parent-Brochure_FINAL.pdf">https://childcareawarewa.org/wp-content/uploads/2019/10/CC-A-of-WA-Parent-Brochure_FINAL.pdf</a>



Action/ Meeting	Purpose	Lead Agency/ Contact	Follow up actions
Finding data on unmet need	Is there a need? Check your assumptions. What ideas did your ECEAP, Head Start, and Early Achievers sites share about data sources to identify number of eligible four-year-old children		
Identify the gap in unserved children	Which children are served by your partner early learning agencies? Which children are they unable to serve? Child must have access to high quality early childhood programs at age four, where Early Achievers is the proxy for quality at level 3 to serve subsidized families.	For description on quality standards to serve children on Working Connections subsidies and percentage of children eligible served by Early Achievers levels 3+, see links.	<a href="https://www.dcyf.wa.gov/sites/default/files/pdf/ea/EA-Dashboard.pdf">https://www.dcyf.wa.gov/sites/default/files/pdf/ea/EA-Dashboard.pdf</a>
Process to create a consolidated waitlist for four-year-old children among other age groups birth to age five	A consolidated waitlist could include the number of full-day (6 or 10 hours) options for four-year-old children along with details on the program: staff; child ratio, staff credentials and experience in early learning settings, and the qualitative standards of the classroom (licensed by DCYF, Early Achievers, or other qualitative review).		



## 5) Outreach to families

Action	Purpose	Follow up actions
Leverage new and existing partnerships for enrollment.	Coordinated outreach to families with eligible four-year-old children who are not enrolled in a high-quality early learning program.	
Communication plan to families about the benefits of early learning and what options are available to them.	Supporting families to decide on the most appropriate setting for their child and family.	Distribute <u>the CCA of WA Parent brochure</u>
Identify points of referral for a “no wrong door” approach to getting families connected to information about everything available to them for their four-year old child.	Families have multiple opportunities to learn about and apply for Transitional Kindergarten.	
Update district website with information and links to applications, Child Find, etc.	Families have multiple opportunities to learn about and apply for Transitional Kindergarten.	
Identify locations and opportunities to make direct connections with families.	Families have multiple opportunities to learn about and apply for Transitional Kindergarten.	

