

**SUPPLEMENTAL  
CITY OF OAKLAND  
AGENDA REPORT**

**TO:** Office of the City Administrator  
**ATTN:** Deborah Edgerly  
**FROM:** Department of Human Services  
**DATE:** May 30, 2006

**RE: Supplemental Report on Transition Activities Between Oakland Head Start (OHS)  
and Oakland Unified School District (OUSD)**

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**SUMMARY**

On May 23, 2006, staff requested through the Life Enrichment Committee that the City Council approve a Resolution authorizing the City Administrator to apply for, accept, and appropriate Head Start and Early Head Start Basic and Training and Technical Assistance Grants from the US Department of Human Services, Administration for Children and Families in an estimated amount of \$14,513,944, and to authorize a grant agreement with the Unity Council for an estimated amount of \$4,637,993. The Life Enrichment Committee requested a supplemental report that addresses transitional activities between the Head Start Program and the Oakland Unified School District (OUSD).

Head Start Performance Standards require programs to establish and maintain procedures that support successful transitions for children and families entering into kindergarten. In addition, the regulations mandate that programs coordinate with schools to ensure that children's relevant records are transferred and that outreach and communication are taking place. Oakland Head Start's approach to meeting the transition requirement occurs at two levels: 1) management and 2) at the site.

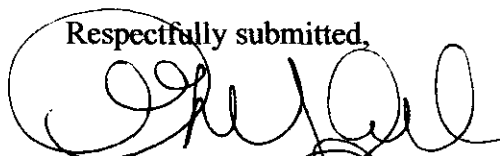
At the management level, Oakland Head Start (OHS) and the OUSD jointly established a Transition Policy and Procedure. The purpose of this policy is to ensure that Head Start children make a successful transition from Head Start into the elementary school system. Examples of the activities referenced in the policy include procedures for joint transition team meetings between OHS and OUSD during the month of January. The Transition procedure also describes the distribution of information exchanged between OUSD and OHS. Examples of this information include Transition flyers/brochures, a Kindergarten Readiness Checklist, and the Individual Development Plan (IDP), which is a child progress assessment report describing the child's strengths and outcomes while in Head Start. The Kindergarten Readiness Checklist and the brochure was a joint effort between OHS and OUSD (see attached). A copy of the Transition Policy and the Individual Development Plan is available by request.

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At the site level, the transition activities that take place include: the development of the Individual Development Plan with the teacher and parent, including kindergarten transition activities. Site level activities also include field trips and site visits to the neighborhood OUSD school to acquaint children and parents with the new placement. Parent meetings and trainings are also held at the Head Start site with the involvement of OUSD staff to share information regarding the transition process.

Respectfully submitted,



**ANDREA YOUNGDAHL**  
Director, Department of Human Services

Prepared by: Usana Pulliam  
Early Childhood and Family Services Manager  
Head Start Program

**APPROVED FOR FORWARDING TO  
THE CITY COUNCIL:**

  
**OFFICE OF THE CITY ADMINISTRATOR**

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## Social Relations



### Able To:

- Express feelings, fears, ideas, needs, experiences, and accomplishments in appropriate ways
- Identify self as part of a family and social group
- Use a sentence and speak clearly (example: asking adults for assistance)
- Freely asks questions
- Share with other children
- Show respect for body and belongings
- Have success in following rules and taking turns
- Pretend Play (example: plays house, builds a spaceship)



## Cultural Awareness

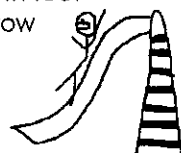
### Able To:

- Interact with peers and adults of other cultures
- Understand similarities and respect differences among people, such as gender, race, special needs, culture, language, and family structures

## Gross Motor and Logic

### Able To:

- Bounce a ball
- Run and stop quickly
- Move about the room without bumping into objects
- Climb stairs without holding onto the railing
- Hop on one foot
- Jump up and down with both feet together several times in a row
- Climb playground ladders



## Field Trips

- |                                   |                       |
|-----------------------------------|-----------------------|
| *Amtrak Station                   | *Oakland Zoo          |
| *Ardenwood Farms                  | *Children's Fairyland |
| *S.P.C.A                          | *Parks                |
| *BART                             | *Police/Fire Stations |
| *Exploratorium                    | *Post Office          |
| *Oakland Ice Center               | *Elementary Schools   |
| *Grocery Stores                   | *Local Library        |
| *San Jose Tech Museum             | *Chinatown            |
| *Museum of Children's Art (MOCHA) |                       |

## Library Locations

### Main Library

125 14<sup>th</sup> Street  
Oakland, CA 94612  
Info: 510-238-3134

### African American Museum & Library at Oakland

659 14<sup>th</sup> Street

### Second Start Adult Literacy Program

1801 Adeline Street

### Asian Branch

388 9<sup>th</sup> Street  
Suite 190

### Lakeview Branch

550 El Embarcadero

### Martin Luther King Jr. Branch

6833 International Blvd.

### Brookfield Branch

9255 Edes Avenue

### César E. Chávez Branch

3301 E. 12<sup>th</sup> Street

### Melrose Branch

4805 Foothill Blvd.

### Diamond Branch

3565 Fruitvale Avenue

### Montclair Branch

1687 Mountain Blvd.

### Eastmont Branch

7200 Bancroft Avenue, Suite 211

### Piedmont Ave Branch

160 41<sup>st</sup> Street

### Elmhurst Branch

1427 88<sup>th</sup> Avenue

### Rockridge Branch

5366 College Ave

### Golden Gate Branch

5606 San Pablo Avenue

### Temescal Branch

5205 Telegraph Avenue

### West Oakland Branch

1801 Adeline Street

# Is My Child Ready for Kindergarten?

## A Checklist for Parents



A collaborative effort of:



The City of Oakland  
Head Start Program  
(510) 238-3165



Early Childhood  
Education Department,  
Oakland Unified  
School District  
(510) 879-8582

and

# Is my child ready for Kindergarten?

This checklist is designed to help you look at your child's physical, cognitive, social-emotional, and language development.

It contains items that are important to your child's success in Kindergarten.

Your child will develop at his or her own pace. You are your child's first and most important teacher, so be a model. Let your child see you read, write, and use words such as "please," "thank you," and "excuse me."

The best gift to give to your child is time. Talk, play and work with your child. Encourage your child to express his/her feelings, and talk with him/her about it. Read to your child every night as part of the bedtime routine.

Activities that interest your child will make learning fun and applicable. Tell stories to your child about your family and tell your family history. Celebrate your family's culture.

Stay involved with the child's teacher. Arrive at school and pick up your child on time.

If you have concerns about your child's special needs and success in Kindergarten, you may wish to call the Oakland Unified School District, Program for Exceptional Children at (510) 879-1766

Know the developmental areas and what you can do to prepare your child for kindergarten:

## Language and Literacy



### Able To:

- Visit the library, borrow books, attend story time
- Listen to stories and ask questions
- Repeat rhyming sounds in words: bat, cat, rat, mat, sat...
- Appreciate books and pretend to read a book
- Identify the beginning sounds of some letters and words
- Look at pictures and retell a story in order
- Recognize common signs like "stop"
- Know and write first and last name
- Identify at least ten letters of the alphabet

$$\star + \star\star = \star\star\star$$

## Math and Cognitive (thinking skills)

### Able To:

- Play games and solve problems
- Count to ten and recognize each number, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
- Write some numbers
- Sort and name similar objects by color, size and shape
- Use size words: many, large, small, big
- Recognize groups of one, two, three, four, and five objects
- Tell home telephone number and address
- Follow multiple step instructions: "Put away the toys and go wash your hands."
- Explain fast and slow
- Estimate – make guesses and predictions



## Fine Motor and Creative Representation

### Able To:

- Sit and finish a simple task
- Use beginning writing books and coloring books
- Trace basic Shapes
- Cut with child sized scissors (round tip)
- Handle small objects such as beads, pencils, zippers, and buttons
- Name basic colors: red, blue, yellow...
- Color with small crayons use a small paint brush and draw on paper.



## Science and Nutrition

### Able To:

- Understand different weights and measures (example: heavy/light, long/short, big/little)
- Understand the difference between dry, wet, liquid, and solid (example: ice melting to water, popcorn popping, making pancakes)
- Go grocery shopping and pick healthy foods
- Observe the world and living things (example: plants, animals, rocks, leaves turning colors, different types of clouds)
- Understand the importance of eating healthy foods each day
- Understand that a clock shows time (example: morning, afternoon, night)



## Self Help Skills

### Able To:

- Use fork or spoon to feed self
- Bathe with soap
- Brush teeth
- Take care of own toilet needs
- Wash hands after toileting
- Choose daily clothing and dress self
- Look both ways and listen before crossing the street
- Get help in unsafe situations: call 911, etc.



5... 4... 3... 2... 1...!  
**COUNTDOWN TO SCHOOL**

How to enroll your child in Kindergarten  
 in the Oakland Public Schools

**September 6, 2005**

your child must have been born on or before December 2, 2000  
 in order to enter Kindergarten on September 6, 2005\*  
 (\*Date may change. Please call 510.879-8111 after May 15 to confirm)

**Register NOW for Fall 2005**



**When... Registration begins in MARCH**

Call your neighborhood school to get all the registration details.  
 If you are unsure which elementary school is in your neighborhood,  
 call the Student, Family, and Community Services Department at 510.879.8111.

**What do I need? Bring the following documents with you to the School Office when you register:**



- Birth certificate for the student
- Bring 3 original documents of the following:
  - driver's license
  - voter registration card
  - utility bills (PG&E, EBMUC, Pacific Bell)
  - personal check with name and address
  - rental/lease agreements
  - property records on file with County Recorder
  - California ID
  - other public records
- Proof of Medical Examination
- Proof of Dental Examination
- Proof of immunizations (yellow card)
  - \* Students cannot be enrolled in school without proof of immunization

- REQUIRED IMMUNIZATIONS (shots)
  - \_\_\_ TB (current)
  - \_\_\_ Polio
  - \_\_\_ DPT (Diphtheria, Pertussis and Tetanus)
  - \_\_\_ Hepatitis B
  - \_\_\_ Measles
  - \_\_\_ Rubella (German Measles)
  - \_\_\_ Mumps
  - \_\_\_ Varicella

If your child does not have a regular doctor,  
 or if you have any other questions  
 concerning health requirements,  
 call OUSD Health Services - 510.879.8111



**Timeline Use this timeline as a guide to prepare you and your child for school**

**MARCH:** Make an appointment with your child's doctor to get their physical exam.  
 Call your neighborhood school to get specific registration information.  
 Call 510.879.8111 to be sure which school is in your neighborhood.

**APRIL:** Visit the school with your child.



**Important  
 Phone Numbers**

- OUSD Health Services ..... 879.8111
- OUSD Early Childhood Education ..... 879.8328
- OUSD Exceptional Children ..... 879.8223
- OUSD Student Services ..... 879.8111
- Boundaries/Neighborhood Schools
- School Uniform Vouchers
- Transfers
- OUSD Translators (bilingual services) .... 879.8335

**JUNE:** Sign your child up for summer activities.  
 i.e., Parks & Recreation, YMCA,  
 special library programs

**JULY:** Take advantage of reading  
 programs at your local library.  
 Call 510.238.3848 for details

**AUGUST:** Start buying uniforms and  
 school supplies

**SEPTEMBER:** School Reopens  
 Tuesday,  
 September 6, 2005  
 (Date may change. call  
 510.879.8111 to confirm)

## Before Starting School

Before entering Kindergarten, it would be helpful if your child could:

- Take turns and play well with other children
- Talk to others about needs and thoughts in his or her first language
- Show good manners when away from home
- Be away from you for half a day without becoming upset
- Get along with other children with adult help
- Be curious and be able to ask questions
- Understand and answer simple questions
- Follow one or two-part instructions
- Look at picture books and pretend to read
- Sit still for a short time and listen to a story, or do a simple task
- Use pencils, crayons or scissors
- Identify at least 10 letters, colors, shapes, numbers and his or her name
- Know some rhyming words
- Listen to a story 15 to 30 minutes a day

### Children with Special Needs

Disabled children and children with special needs are welcome in the Oakland Public Schools and receive instruction that parallels that of non-disabled students as closely as their abilities allow. Teachers use a variety of approaches to promote student achievement and to increase student self esteem. Modifications of the physical environment and materials are made at age appropriate levels to promote student independence. The student's needs, as identified by an Individualized Educational Program team—including parents—guide your child's instructional program and any modifications necessary.

Please contact the Department of Exceptional Children (510.879.8223) if you have any questions.

## Getting Ready for the First Day

- Visit the school with your child this spring. Arrange with the Principal for a time to visit a class with your child. Some schools host open houses for parents of students who will be new to school in the fall.
- Some elementary schools have uniforms. Ask the principal for details. Applications for school uniform vouchers are available to eligible families and may be obtained from the Student, Families and Community Services Department at 1025 2nd Ave, Portable 15. Call 879.8111 for details.
- Find out the school rules and school schedule. Schools have different start times and some schools have morning or afternoon Kindergartens. Talk with the principal about which session is available for your child.
- Most of all, let your child know how much you value education and school:
  - Take your child to school daily.
  - Make sure that your child arrives to school on time everyday
  - Pick up your child on time everyday
  - Talk with your child's teacher often so you can support his or her learning at home.

### NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR OAKLAND UNIFIED SCHOOL DISTRICT PUBLICATIONS

(Consistent with Administrative Bulletin 2014 (June 25 1997))

The Oakland Unified School District prohibits unlawful discrimination against or harassment of a person participating in any program, activity or employed by or seeking employment with the District on the basis of race, color, national origin, ancestry, sex (gender), marital status, sexual orientation, physical/mental disability, religion or age.

The Oakland Unified School District is an equal opportunity/affirmative action employer. The District undertakes affirmative action to assure equal employment opportunities for underutilized men and women, for persons with disabilities, and for Vietnam-era Veterans and special disabled Veterans. The Oakland Unified School District Policy is intended to be consistent with the provisions of applicable State and Federal Law. Inquiries regarding the District's non-discrimination policies and uniform complaint procedures may be directed to Barbara J. Thompson, Compliance Officer at 879.8075.

**Oakland Unified School District**  
1025 Second Ave  
Oakland, CA 94606  
510.879.8582

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Permit No. 2154



Early Childhood  
Education Department  
Oakland Unified  
School District



City of Oakland  
Head Start Program  
(510) 238-3165

# COUNTDOWN TO SCHOOL

**INDIVIDUALIZED DEVELOPMENT PLAN (IDP)**

**Child's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Center:** \_\_\_\_\_

- ACTIVITIES TO DO AT HOME:** Spend time with your child
- Read a story, ask questions and draw pictures about it
  - Write letters, words and numbers
  - Practice Counting
  - Practice recognizing the Alphabet
  - Practice phonic sounds/vocabulary words
  - Practice recognizing colors, shapes, etc.
  - Sort & match objects (laundry, grocery items, colors, shapes, etc.)
  - Solve problems with materials (puzzles, blocks, pegs, lego's, etc.)
  - Cut paper with small scissors and color pictures
  - Express feelings through pretend play & stories
  - Use self help skills (toileting, serving food, pouring milk, dressing self)
  - Hop, skip, run, jump, sing, play ball, move to music
  - Take a walk (talk about things you see)

- Date of Birth:** First day in Oakland Head Start: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Parent Orientation conducted on \_\_\_\_/\_\_\_\_/\_\_\_\_
  - 1<sup>st</sup> IDP Date \_\_\_\_/\_\_\_\_/\_\_\_\_
  - 2<sup>nd</sup> IDP Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (use a new form)

**Child's strengths:** (Refer to Observations & COR Assessment)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- KINDERGARTEN TRANSITION ACTIVITIES:**
- Made School visit, Date(s) \_\_\_\_\_
  - Received Transition Brochure & Kinder Ready Check List
  - Participated in Head Start/Kindergarten transition activities
  - Registered for Kindergarten \_\_\_\_\_  
(Name of School)
- Kindergarten preparation skills:** (list specific activities)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**CHILD OUTCOMES/CHILD OBSERVATION RECORD**  
Set goals with parent. Refer to COR Assessment Information, Family Report, Observations, IDP, IEP, COR Activities Booklet

**PLAN OF ACTION/STRATEGIES**  
(Classroom Activities)

**HOME/SCHOOL ACTIVITIES**

**INITIATIVE**

**SOCIAL RELATIONS**

**CREATIVE REPRESENTATION**

**MOVEMENT & MUSIC**

**LANGUAGE & LITERACY**

**MATHEMATICS & SCIENCE**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher's/FCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_