

Transition Plan Checklist

Early Learning

Family to School Connection

- Make contact with family in first two weeks of final preschool year to assist family in understanding the transition to formal school setting process.
- Assess family needs and possible link with needed services (such as Early Intervention, speech or occupational therapy, etc.)
- Encourage families to establish and develop connections with other families experiencing the transition process.
- With sending teacher's participation, schedule regular family transition meetings.
- Help organize back to school nights and transition orientations with families.
- Encourage school-to-home and home-to-school learning activities.

Child to Child

- Promote peer to peer connections in the early learning setting.
- Encourage to families to promote peer connections outside of the early learning setting.

Child to School

- Introduce each child to the formal school teacher and support staff (ie. Classroom aides, TSS workers, librarians, school bus driver, Principal, etc.)

School to School

- Encourage teachers to establish and develop supports with other teachers experiencing the transition process.
- Foster inner school discussions about programs and classroom practices.
- Encourage events by sending and receiving schools.
- Initiate meetings between early care and formal school teachers about children and the transition year.
- Invite formal school staff to visit early learning setting.
- Discuss expectations for transition with formal school staff.
- With family release, discuss particular child with formal school staff.
- Practice formal school setting rituals.
- Make contact with former early learning students to help build familiarity between early learning and formal school setting.

School to Community

- Help clarify community needs and expectations regarding schools and transition.
- Meet regularly with the transition team.
- Ensure partners are informed and involved with the transition team's goals and plans.