

Transition Plan Checklist

Formal School Setting

Family to School Connection

- Make contact with family in first two weeks of the start of the formal school year to assist family in understanding the transition from the early learning setting.
- 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.
- In partnership with early learning providers, 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 formal school setting.
- Encourage to families to promote peer connections outside of the formal school setting.

Child to School

- Introduce each child to the support staff formal school setting (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 early learning staff to visit formal school setting.
- Discuss expectations for transition with early learning staff.
- With family release, discuss particular child with early learning staff.
- 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 teams goals and plans.