Crossroads Head Start and Early Head Start Classroom-Based Transition Plan

a 4	T 1	School Year
Center	Teachers	School Year
	1 cachers	School I cal

Activity	Planned/Date Show on Lesson Plan	Responsible Person (name)	Parent Involve -ment Y/N	Date Completed

- 1. If possible, schedule a class/program visit for any transitioning children when applicable. If this is not possible, help parents schedule a time to take their child to visit.
- 2. Visits by Public School teachers/principals to classrooms, child pen pal exchanges, Public School video/pictures, other shared events etc.
- 3. Schedule a monthly parent meeting to discuss transition, between January and April. Classroom staff will invite local schools and program teaching staff to this meeting.
- 4. Include district timelines, documents needed to enroll etc. This should happen as soon as local schools have this information available.
- 5. Parents receive newsletters or information about Public Schools that include public events such as carnivals, book fairs etc. (there may be several dates planned for this item)

Date Planned: copy to Education Coordinator by last working day in September.

Date Completed: copy to Education Coordinator by last day of May.

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These instructions refer to form T-200.

- 1. **Planned Date on Lesson Plan** –This is the date you think this might happen in the Spring.
- 2. Activities Planned These are activities you do in your classroom, such as opening milk cartons or using the verbiage "Line Up" to better prepare them for transitioning in the public school system. These need to be documented on your lesson plan. Example of activities: opening milk cartons, read books about going to a new school, pedestrian safety; practicing bus rules, take letter links off of child's name throughout the classroom (if developmentally appropriate).
- 3. **Responsible Person** The actual name of the person doing the activity with children.
- 4. **Parent Involvement** Yes or No
- 5. **Date Completed** This is the date when the activity was completed.

Examples of other transition activities:

- 1. Arrange for families to visit with receiving program.
- 2. Schedule a transition focused parent meeting
- 3. Share public school information (ex: newsletter, calendar, bus route, and other important information)

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