

# Kindergarten Transition Plan – CP Instructions

## General Information

**Before** completing, please reference the Prenatal to Kindergarten Transition Procedure.

Quality transitions to Kindergarten are vital for children and families because they reduce stress and increase social and emotional competence. Additionally, research shows improved academic growth and increased family engagement in Kindergarten. Teams should work together throughout the year to support ongoing collaboration with schools to support relationships and transition supports for families.

The initial conversation with the family is a time to engage families to help generate ways they can participate in their children’s transition to kindergarten and how you will work together to support this transition. Discuss the skills needed in kindergarten. Encourage families talk with their children about what kindergarten is like and practice new skills at home. Discuss school readiness goals with families and describe how you will work with their children towards those goals throughout the year.

When you fill out the Kindergarten Transition Plan document, upload and attach under the Education tab.

## Creating the Event

Click Education tab. Select Kindergarten Transition Plan. Data entry requirements:

- Event Date: Date of initial conversation with family
  - Status: Always select In Process. Do not leave blank.
  - Agency Worker: Select your name if does not auto-fill.
  - Event Notes: Document the initial conversation with family. See sample below.
  - School District: Select from the list when known. Leave field blank if the receiving school selection will be Other or Out of area/moving.
  - Receiving School: Select from the list when known. If the school is not on the list, select Other.
  - Other Receiving School: When Other is the selected for Receiving School, type in name of school.
- Note:** If you think the school should be included on the list, please email Jenn and Karen.

### Add Kindergarten Transition Plan

The screenshot shows a form titled "Add Kindergarten Transition Plan" with the following fields and callouts:

- Event Date <sup>PIR</sup>**: A date picker field with a callout box: "Date of initial conversation with family."
- Status**: A dropdown menu with a red prohibition sign to its left and a callout box: "Always select In Process. Do not leave blank."
- Agency Worker**: A dropdown menu with a callout box: "Enter your name if does not auto-fill."
- Event Notes**: A large text area with a callout box: "Click the Clock. Document the initial conversation with family. See sample below." To the right of the text area are icons for clock, undo, redo, print, save, and share.

### Elementary School Information

School District

Select school district. Leave blank if the receiving school will be Other.

Select from the list. If the school is not on the list, select Other.

Receiving School

Other Receiving School

When Receiving School is Other, type in the name of the school. (If you think the school should be on the list, email Jenn and Karen.)

### Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
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This event has no actions associated with it. Click "Add Action" to add one.

Add Actions throughout the year as you collaborate with families regarding kindergarten. See samples below.

## Sample Kindergarten Transition Plan

### Kindergarten Transition Plan



Agency Worker

Event Notes



9/16/2020 2:06 PM Karen Sandeno Met with family during initial home visit today. Discussed Jane's transition to kindergarten next fall. Encouraged parent involvement through attending family gatherings, policy council, and supporting the practice of writing and self help skills. I shared some ideas about upcoming ways to be involved; invited parents to share input into curriculum and shared information on how we will help prepare Jane for kindergarten through the coming year. Parents not sure yet about which school she will attend.

### Elementary School Information

School District

Receiving School

Other Receiving School

### Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	6/05/21	Summer Activities	Action Completed	Sandeno, Karen
Communi...	5/20/21	Visit Kindergarten	Action Completed	Sandeno, Karen
Communi...	4/10/21	Open House Info	Action Completed	Sandeno, Karen
Communi...	3/15/21	Read Book	Action Completed	Sandeno, Karen
Communi...	1/20/21	Attendance	Action Completed	Sandeno, Karen
Communi...	12/02/20	Winter break packet	Action Completed	Sandeno, Karen

## Adding Actions

Throughout the year as you collaborate with families, other staff or schools regarding kindergarten transition, record the activities, conversations, materials you provide as actions. Click Add Action.

- Action Type: Always select Communication
- Action Date: Date of the communication or other follow up.
- Description: Enter a very brief, informative description.
- Status: Select Action Completed or In Process if there are multiple steps to completing the action. See samples below.

## Add Action

The 'Add Action' form includes the following fields and callouts:

- Action Type:** A dropdown menu with 'Communi...' selected. Callout: 'Always select Communication.'
- Scheduled Date:** A calendar icon. Callout: 'Option to schedule an action if you want to set up a to do list reminder for yourself.'
- Action Date PIR:** A calendar icon. Callout: 'Date of the communication or other follow up.'
- Description:** A text input field. Callout: 'Enter very brief, informative description.'
- Status:** A dropdown menu. Callout: 'Select Action Completed or In Process if there are multiple steps to completing the action.'
- Action Notes:** A large text area with a clock icon. Callout: 'Click the clock and add your notes. See samples below.'

Additional form elements include a 'Select your name.' dropdown (showing 'Sandeno, Karen'), a 'Provider type' dropdown (showing 'Agency worker'), and a 'Provider' dropdown (showing 'Sandeno, Karen').

## Samples of Action Notes

Action Notes

12/2/2020 2:19 PM Karen Sandeno Provided family with activities packet for family to do with their child over winter break to support kindergarten readiness.

Action Notes

01/20/2021 10:30 AM Discussed the importance of on-time school attendance with family and how consistent routines support kindergarten readiness.

Action Notes

3/15/21 10:00 AM Read a book about kindergarten and discussed what kindergarten might look like.

Action Notes

4/10/2021 2:27 PM Karen Sandeno Notified family about upcoming kindergarten orientation and open house. Shared registration information and let them know what information they will need to register.

Action Notes



5/20/21 11:00 AM Visited a kindergarten classroom and experienced a story time.

Action Notes



6/5/2021 2:31 PM Karen Sandeno Provided summer activities packet for family to do with their child over the summer to prepare for kindergarten.

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	6/05/21	Summer Activities	Action Completed	Sandeno, Karen
Communi...	5/20/21	Visit Kindergarten	Action Completed	Sandeno, Karen
Communi...	4/10/21	Open House Info	Action Completed	Sandeno, Karen
Communi...	3/15/21	Read Book	Action Completed	Sandeno, Karen
Communi...	1/20/21	Attendance	Action Completed	Sandeno, Karen
Communi...	12/02/20	Winter break packet	Action Completed	Sandeno, Karen