# 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.

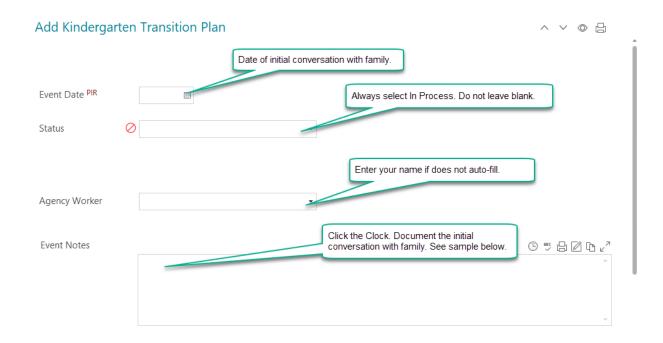
The initial conversation with the family is a time to engage families to help generate ways they can participate in their children's transition to kindergarten and how you will work together to support this transition. Discuss the skills needed in kindergarten. Encourage families talk with their children 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.

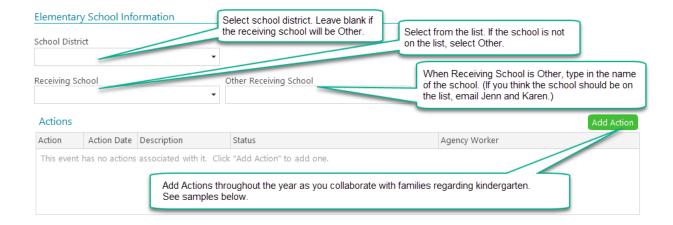
When the Kindergarten Transition Plan is completed during the Spring conference <u>and</u> the parent/guardian has signed, upload and attach under the Education tab.

# Creating the Event

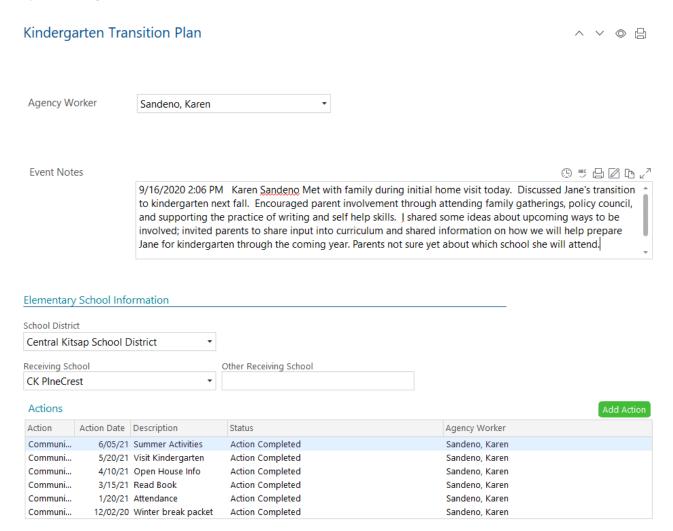
Click Education tab. Select Kindergarten Transition Plan. Data entry requirements:

- 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.





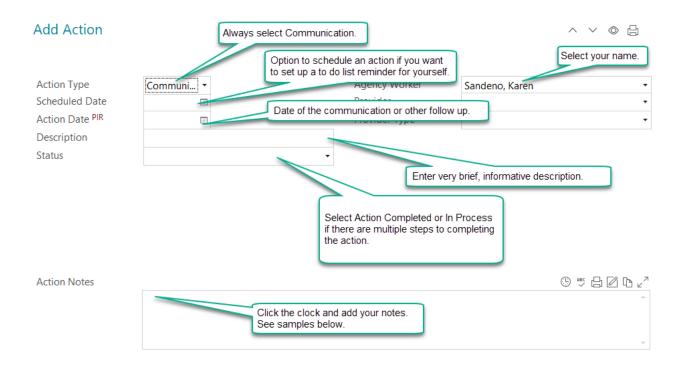
### Sample Kindergarten Transition Plan



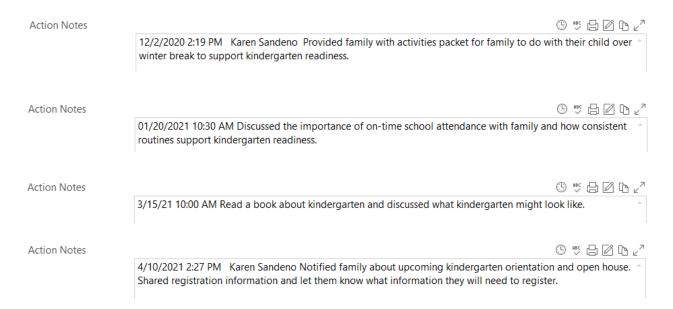
#### **Adding Actions**

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.



#### Samples of Action Notes



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