



TRANSITION PLAN

PRE-K TO KINDERGARTEN

Transitioning from Pre-K to kindergarten is a big step for many children. Pre-K teachers can support the transition by passing along useful information to the receiving kindergarten teachers. This information can be used by the new teachers to start with a basic understanding of each child's personal and academic profile. Guidelines about information that must be shared are provided below. Additional best practices are also provided.

At a minimum, each classroom must develop a transition folder for each Pre-K child to take with them to kindergarten. The folder must contain the following:

- End-of-year Literacy/Math Kindergarten Readiness Assessment score/summary sheet
- End-of-year Whole Child Kindergarten Readiness Assessment/Screeners (developmental screening results) Early Learning Collaboratives, Blended Programs, State Invested Prekindergarten, and Other Pre-K should use the Brigance Early Learning Screen III tool
- End-of-year results from other assessments used in the classroom
 - A school issued report card/final skills checklist OR completed *Checklist* for four-year-old students (located here: [Developmental Checklist for Four-Year-Old Students](#))
- A Child Information Sheet containing some or all of the following (a sample form is located here: [Child Information Form Sample Pre-K](#)):
 - Child's name, date of birth, preferred name, photo, languages spoken
 - Parents' names (and/or other adults or caregivers), address, phone, email address, and preferred time and way to contact (in accordance with school policy)
 - School or center information
 - Child's favorite things (activity, toy, food, color, book, learning center, etc.)
 - Child's play and learning styles
 - Child's skills and proficiencies
 - Child's areas for growth and what they do not like to do
 - Child's personality/temperament traits

- Work samples (two or three samples that demonstrate the child's capabilities). These may include:
 - Free art sample (artwork created by child's imagination)
 - Guided art sample (children are guided by specific instructions to create an art product)
 - Writing sample (journal page)
 - Learning center products (photograph of product or actual student product)

In addition to the transition folder, the following best practices regarding transition are encouraged:

- Pre-K teachers and receiving Kindergarten teachers should meet to discuss the transition of each child to the next level, including any special services provided to each child.
- Provide a community workshop on kindergarten readiness for Pre-K staff, as well as any local early learning provider who wishes to join the discussion of strategies and modifications for transition activities.
- Early learning providers and teachers should arrange for Pre-K children to visit their future classrooms.
- Teachers and other early learning providers should visit receiving programs to get a "feel" for where they are sending children.
- Providers should facilitate opportunities for a child's family to talk with kindergarten staff about the special needs of their child and/or details about special meals, transportation, and special services available.
- Pre-K teachers and receiving Kindergarten teachers should collaborate to prepare a Frequently Asked Questions document that will inform and educate families on the procedures and expectations of the kindergarten program.
- Providers should ensure that a child's records promptly follow him/her to the new program.