

**The New York State Education Department’s
Planning Tool to Support Effective Transitions from Prekindergarten to Kindergarten
for Community-Based-Organizations**

Considerations for an effective transition plan:

Building relationships, partnering and collaboration are extremely important to facilitate the transition of prekindergarten students to kindergarten. This is a time of great change for children, parents, families and schools in which new relationships, new expectations and new competencies are being developed. Early childhood programs serving four-year-old children should have a plan for supporting children and their families as they transition into the K-12 system. This planning tool will help to determine how your program can support the prekindergarten to kindergarten transition.

How to use this planning tool:

Read each element carefully and indicate how strongly your program considers it as part of the kindergarten transition plan. Place a checkmark in the box indicating not implemented, in process, or implemented. Describe the implementation status for each of the program standards. For those program standards not in process, is there a plan and timeline for implementation?

Part 1: Information About School Districts

Program Standard	Not Implemented	In Process	Implemented	<u>Implementation Status</u> Describe what the district has in place to meet the standard.
Program personnel know the names and locations of public schools for the children served in the program and have established a contact at each to support the transition to kindergarten.				
The program supports opportunities (such as emails and meetings) for directors and teachers from programs serving children in the year prior to kindergarten entry and kindergarten				

teachers and administrators to share information regarding effective transitions.				
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Part 2: Information About Kindergarteners

Program Standard	Not Implemented	In Process	Implemented	<u>Implementation Status</u> Describe what the district has in place to meet the standard.
The program provides information to families about the school district kindergarten program their child would attend (i.e. registration flyer).				
The program has a procedure in place for sharing relevant screening and assessment information on children who attended the early childhood program with children’s school districts prior to kindergarten entry.				

Part 3: Family Engagement Plan and Activities

Program Standard	Not Implemented	In Process	Implemented	<u>Implementation Status</u> Describe what the district has in place to meet the standard.
The program supports families and their children by providing opportunities for school district staff to visit the program for transition engagement opportunities.				

The program has procedures to facilitate outreach to districts and support the enrollment of children eligible for the kindergarten program.				
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For planning purposes list below members of the transition team.

List of School District Transition Team Members	List of Community Based Transition Team Members

Date of Transition Planning Tool Completion: _____