



1.8A TK/KINDERGARTEN TRANSITION CHECKLIST (Center-Based) Instruction Sheet



PURPOSE STATEMENT

Throughout the program year, Head Start staff engages families to support the successful transition to TK/Kindergarten. The purpose of this form is to document the support provided to families.

TIMELINE

TK/Kindergarten Transition Checklist is first used at the time of Enrollment and it is completed throughout the year by various staff.

STAFF RESPONSIBLE

Teacher, Family Service Advocate, Site Supervisor, Assistant Site Supervisor

INSTRUCTIONS

At the time of enrollment, staff meets with the parent and inquires if a child will be transitioning to TK or kindergarten the following year. If the answer is "yes", then the staff begins to complete this form. The form is only used for children who will be transitioning to Transitional Kindergarten or Kindergarten the following year.

Staff document the child's name and date of birth.

Staff initial and date as each of the following activities are completed:

- Enrollment: TK and kindergarten options are discussed and family is provided with the "Kindergarten Here I Come!" handout.
- Parent Orientation: TK and kindergarten options (CHOICE deadline) are discussed and family is provided with the "Kindergarten Here I Come!" handout and the NHA School Readiness Calendar.
- First Home Visit: Parent Pledge, Kindergarten Readiness Activities" for the month (NHA School Readiness Calendar) are reviewed with family. Staff ensures that TK/kindergarten application has been submitted.
- First Strengths and Needs Assessment: Staff follow-up the progress of TK/kindergarten application and inform any transition-related workshop.
- First Parent-Teacher Conference: Staff reviews the child's developmental progress and the activities for the month from the NHA School Readiness Calendar.



1.8A TK/KINDERGARTEN TRANSITION CHECKLIST (Center-Based) Instruction Sheet



- Second Home Visit: Staff reviews the child's developmental progress and the activities for the month from the NHA School Readiness Calendar. Discuss expectations for kindergarten, provide ideas to prepare child for TK/kindergarten. Discuss transition services for children with an IEP.
- Second Strengths and Needs Assessment: Staff reviews the activities for the month from the NHA School Readiness Calendar and Parent Pledge.
- Second Parent-Teacher Conference: Staff reviews the child's developmental progress. Family is provided a copy of the child's developmental progress report. Staff discusses the School Readiness summer activities and offered additional support if family needed.