



# 1.8B TK/KINDERGARTEN TRANSITION CHECKLIST (Home-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

Home Visitor

## 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: Parent Pledge is reviewed. TK and kindergarten options are discussed and family is provided with the “Kindergarten Here I Come!” handout.
- First Home Visit: For Home –Based the “First Home Visit” refers to the first visit to the home to provide services for this program. Staff confirms that TK/kindergarten site has been selected. NHA School Readiness Calendar is provided to family. Staff assists family to gather all documentation required for TK/kindergarten application.
- First Strengths and Needs Assessment: Staff discusses the progress of TK/kindergarten application. “Kindergarten Readiness Activities” for the month (NHA Head Start School Readiness Calendar) and Parent Pledge are reviewed with family.
- Fall: Staff review the child's developmental progress using the current School Readiness Milestones report. Staff discusses transition to TK/Kindergarten. Review Parent Pledge and “Kindergarten Readiness Activities” for the month (NHA Head Start School Readiness Calendar).



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- Winter: Child's developmental progress is reviewed using the current School Readiness Milestones report, discuss expectations for kindergarten, and provide ideas for helping to prepare child for TK/kindergarten. For children with an IEP, discuss transition of services. Review the "Kindergarten Readiness Activities" for the month (NHA Head Start School Readiness Calendar).
- Second Strengths and Needs Assessment: Staff informs family of transition-related to community workshop and/or parent meetings. Review the "Kindergarten Readiness Activities" for the month (NHA Head Start School Readiness Calendar). Staff provides other resources as needed.
- Spring: Child's developmental progress is reviewed using the current School Readiness Milestones report and their Family Journal. Staff discusses the School Readiness summer activities and offered additional support if family needed.