



Early Childhood Program Transition Best Practices

For children transitioning within and in/out of early childhood programs, providers are encouraged to:

- Provide a written copy of the program’s transitioning policy to parents.**
- Initiate the transition process 6 months prior to the children moving to another group within, into, or out of the program.**
- Meet with parents to discuss the transition process.**
- Collaborate with parents in creating transition plans. Parental input opportunities are essential. Revisions to transition plans are done by both the program and parents, as needed.**
- Describe how transition policies and procedures include strategies for supporting both children and families.**
- Create a transition plan with parents that:**
 - Sets concrete timelines that allow for flexibility,
 - Breaks transitions down into achievable action steps,
 - Designates those responsible for each action step/transition phase
- Ensure the transition plan is:**
 - Signed by the parents/guardians,
 - Signed by program staff,
 - Dated,
 - Shared with the parents/guardians via a printed copy,
 - Maintained in the classroom
- Complete assessments on an ongoing basis and prior to the transition.**
- Provide age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting.**
- Arrange for children to visit the new classroom or educational setting.**
- Consider the following factors to support a “whole child” approach to ensuring that children are healthy, safe, engaged, and supported:**
 - Developmental levels,
 - Home life/family dynamics,
 - Child’s temperament,
 - Health/nutrition,
 - Disability status (including additional details/documentation for children with Individualized Family Services Plans and Individualized Education Programs)

In addition, to implement best practices specific to children transitioning in/out of early childhood programs, providers are encouraged to:

- Conduct a home visit for transitions into the program from home.**
- Conduct reciprocal program visits for transitions from preschool to kindergarten.**
- Collaborate with local education agencies, the elementary school, and kindergarten teachers to support family engagement and promote successful transitions.**
- Complete health screenings prior to the transition.**
- Transfer children's records to the new educational setting at the family's request and with the family's written consent.**