

## Creating a Transition Team and Plan – OCDEL Transition Kit

### *Creating a Transition Team and Plan*

***Determine team members*** – suggested team members include at least: 1 Kindergarten teacher, 1 local Head Start representative, 1 early learning program representative, 1 school district (Kindergarten) administrator, 1 district representative, 1 family care representative, 1 parent, 1 community representative. Multiple representatives or additional team members will enhance the work of the team. Aim to have no less than 6 members.

Committee Members

Affiliation

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***Determine a team leader:*** \_\_\_\_\_

***Determine a budget/resource manager:*** \_\_\_\_\_

***Complete the matrix below with the transition activities practiced in your community, deciding what type of connection it fosters and the focus of the activity. Use the resources in this toolkit to validate the type of connection. There may be some blank boxes:***

<i>Type of Connection</i>	<i>Current Practice</i>	<i>What's Working</i>	<i>What Needs to be Improved</i>	<i>Suggestions and Ideas</i>
<i>Child to School</i>				

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<i>Family to School</i>				
<i>School to School</i>				
<i>Community and School</i>				

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***Determine committee goals.*** Use the information from the matrix. What can you continue and enhance? What can you add to fill in missing areas? What are the things the team will accomplish during the year?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

***Create an action plan.*** Use the attached grid to organize your work, make assignments, and follow up on tasks.

1. List the goal and frequency of implementation (year-round, September, 4x/year)
2. List the type of connection (Child-school, Family-school, School-school or Community and school)
3. List the activity, preparation tasks and resources needed
4. List the implementation date
5. List the team members and other participants who will be involved in planning and implementation
6. List the barriers you might encounter and strategies to overcome them
7. List the team members and other participants responsible for any follow up and evaluation of the goal