



# Individualized Transition Plan

"TOUCHING FAMILIES - MAKING A DIFFERENCE"

Child's Name \_\_\_\_\_ Parent's Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Date Prepared \_\_\_\_\_ Projected date of transition \_\_\_\_\_

Current Program \_\_\_\_\_ Type \_\_\_\_\_ EHS Educator/ Home Teacher \_\_\_\_\_

Going to \_\_\_\_\_ Type \_\_\_\_\_ Teacher \_\_\_\_\_

<b>IFSP?</b>	<b>M.H. Referral?</b>	<b>Health/Nut. Referral?</b>	Date of staffing _____ Staff required:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Community resources needed:

## Child Profile (Include any necessary information from IFSP)

❖ Describe the child's temperament - likes, dislikes, and reactions.

❖ Describe the child's developmental progress in the following areas:  
Attachment to parent:

Attachment to primary teacher:

Communication:

❖ Describe the routines that help the child during the following transitions:  
Arrival / Departure time:

Nap time:

Feeding time:

Change in activities:

**Plan** (Include any necessary information from IFSP)

**The environment** - describe changes

What staff and family can do to help prepare the child

**Staff** - describe changes

What staff and family can do to help prepare the child

**Routines and activities** - describe changes

What staff and family can do to help prepare the child

Changes for parents:

Comments:

Transition File Checklist completed and file ready for transfer.

EHS Educator \_\_\_\_\_ Date \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

# Transition Plan Guidance

## When planning for transition consider:

- The family's composition, culture, language preferences, and goals (Review IDP and IFSP)
- New and ongoing transitions, events or situations, that the family is experiencing and how the family is adapting to them.
- What are the families expectations and needs around child care?

## Procedure:

### Background information:

- Enter the child's and the parent's names (both parents if possible).
- Enter the child's date of birth and age. Enter the date the transition plan is filled out and the projected date the child will transfer to the new provider.
- Enter the current program name and type, such as: full day care, part day care, home base. Enter the current Educator or Home Teacher's name.
- Enter the name and type of program the child is transitioning to. Enter and the name of the new primary teacher.
- Does the child have a current IFSP? Check "Yes" or "No"
- Does the child or family have a Mental Health Referral? Check "Yes" or "No"
- Does the child or family have a Health or Nutrition Referral? Check "Yes" or "No"
- There must be a staffing on any child with a referral. Enter the date of the staffing and what staff will attend.
- List any community resources that the family is currently using and will continue to need. (SCOE., ALTA, WIC, CPS, food closet, etc.)

### Child Profile

- Describe the child and his/her behavior in each of the areas listed. Review the IFSP or other referral and include any relevant information in any or all of the categories. For example: Is the child easily frustrated or easily comforted? Does he/she use non-verbal communication to convey needs, or single or multiple words? Does he/she separate easily at drop-off time? What helps? What is the best way to approach the child when there is a need to change activities? If there is something that needs to be said that doesn't fit into the categories provided, write it in the "Comments" section at the end of the document.

### The Plan

- Describe the differences between the current environment and the new placement. Include the physical space (indoor and outdoor), materials and equipment, and ages and numbers of other children. Will there be any familiar children there? What adaptations will need to be made for a child with an IFSP or other referral?
- What can the current staff and family do to prepare the child for these changes? (Changes to the environment, visits, etc.)
- Describe the differences between the current staff and staffing in the new placement. What are the ratios? The style of interactions? Expectations? Discipline policies? Is there a primary teacher? How will these effect a child with an IFSP or other referral?
- What can the current staff and family do to prepare the child for these changes? (Visits, expectations, experiences etc.)
- Describe the differences between the current routines and activities and those in the new placement. Consider curriculum, group sizes and expectations, meals, napping, and toileting. What songs do they sing, etc.? What adaptations will be needed for a child with an IFSP or other referral?
- What can the current staff and family do to prepare the child for these changes? (Visits, routines, books, activities, etc.)
- What are the changes in expectations of parents? What are the differences in policies regarding sign-in and out, visiting, illness, participation, sharing of information, home visits, assisting families with goals and needs, etc.

Check that the Transition File Checklist form has been completed and the file is ready for transfer.