

**Success By 6 / Community Engagement Team / United Way of Lancaster County
 Quality Early Learning of Lebanon / Community Engagement Team / Lancaster Lebanon IU 13
 Planning for Terrific Transitions: A Guide for School Transition Teams**

District/School Team: **Warwick School District** Lead Person(s) **Melanie Calender, Chris Shebish**

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The Transition Plan is used both as a planning tool to plan year-round transition activities and as a management tool to help guide implementation

Goal 1: Warwick School District will facilitate a meeting with Early Childcare Providers annually.

Transition Strategy	Action Steps	By When? Start/End Date	Resources Needed	Person(s) Responsible	Evidence of Progress (How will you know that progress has been made?)
Coordinate a meeting to open communication between the school district and the local Early Childcare Providers.	<ol style="list-style-type: none"> 1. Set meeting date 2. E-mail invitations 3. Organize agenda 	Meeting will be held in early August	<ul style="list-style-type: none"> • Invites • Agenda Items for ECP and for District • Email addresses 	Melanie Calender Peggy Montgomery Melissa Vulopas Chris Shebish	Attendance from meeting Evaluation from meeting

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Transition Plan (continued)

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Goal 2: Provide information to ECP in an effort to have students become familiar with the elementary school buildings. Events could be: a video introduction of the school, summer tour, etc...

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Create a video tour of certain areas of the elementary buildings (Kindergarten classroom, library, computer lab) that will be available on the Warwick School District Website.	<ol style="list-style-type: none"> 1. Contact Broadcasting teacher to set up taping next year. 2. Post the video on the Warwick School District portal 3. Provide the link to the Early Childcare Providers 	<ol style="list-style-type: none"> 1. Contact made in Fall 2011 2. Videos on the Warwick School District Portal by April 2012 	Time Video Support Technology Support E-mail	Elementary Principals Early Childcare Providers Broadcasting Teacher	Video posted on the portal Feedback from staff and children

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Transition Plan (Continued)

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GOAL 3: Using the One Book, Every Young Child selection, coordinate an activity between an elementary representative and the Early Childcare Providers. Activities could be: using Skype to videoconference with the Kindergarten classrooms, sending a representative to visit one ECP, or video of the Principal reading the book and sharing with the Early Childcare Providers.

Transition Strategy	Action Steps	By When? Start/End Date	Resources Needed	Person Responsible	Evidence of Progress (How will you know that progress has been made?)
The early childcare providers can coordinate with a representative from the school to read the One Book, Every Young Child selection.	<ol style="list-style-type: none"> 1. Contact Lititz Public Library and/or the School Librarians to identify the book selection 2. Record the representative reading the book OR the Early Childcare Providers can make an appointment 3. Share the video link or read at the ECP location 	Visits coordinated or recordings shared by December 2011.	Book selection Access to computer E-mail addresses	Elementary Principals Early Childcare Providers	Video, Skype or visit Feedback from staff and children