Kindergarten Transition Procedures

If the package you received indicates a Kindergarten Transition Planning Meeting is requested, the process is as follows:

1. Within the month of April, the Kindergarten transition coordinator will call the parents to:
   1. Welcome them to the school
   2. Discuss a preschool/daycare visit
   3. Confirm contact information and their availability for the transition meeting during the assigned week in May/June as noted on the Learning Services Intake form from January
2. Contact the daycare/preschool to schedule a date and time to observe the student in this setting. The potential Support Teacher and/or classroom teacher will visit the child at the daycare/preschool. Please use the *Daycare/Preschool Observation Notes* template provided in the package.
3. Set up a transition meeting according to the week your zone has been assigned. Please ensure that you only schedule meetings during this time. If you have difficulty, please contact your District Helping Teacher. Please ensure you invite **both** the Learning Services staff and the community supports indicated on the intake form or as discussed with the parent/guardian. Due to the volume of students incoming, as well as the need to support students currently attending, these all of these itinerants may not be able to attend the meeting; however they should be made aware of it and minutes should be passed along.
4. At the school-based transition meeting, please use the *Kindergarten Transition Planning Meeting* template and complete the “Actions” table for future reference. Distribute meeting minutes to the team in attendance.
5. Referrals for SLP, OT, Vision or Hearing services will need to be done in **consultation** with the appropriate personnel and then submitted to Learning Services.
6. If you feel changes are needed to the Personal Development Form, please submit a new one and attach the original.

**Please remember that this can be an emotional transition for families, so please try your best to guide them through this process with patience and understanding.**