

TOOLS FOR

# Transition

IN **Early**

# Childhood

A Step-by-Step Guide  
for Agencies,  
Teachers, & Families

by

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Dear Ms. Alexander:

We are interested in starting a community-based transition team to address specific transition issues in our area. The purpose of the transition team will be to develop a long-range transition plan that can be implemented across agencies and programs that serve young children and families.

The development of a community-based transition team in our area is an important step to ensure that young children have the support they need to make transitions among the various programs in our area and to support their eventual transition to school. Research has shown that children's success in school is enhanced through quality services and transition supports in the early years. In addition, the requirements related to transition for children in Head Start programs and for young children with disabilities serviced through the Individuals with Disabilities Education Improvement Act of 2004 and as specified in the No Child Left Behind Act of 2001, provide the impetus for us to think about how to address the issue of transition in a way that is coordinated across agencies. As part of our work, we plan to create a transition team that integrates with existing councils and networks in our community.

Our first community transition team meeting is scheduled for:

Date and time: October 23, 2006 Location: Hobart Head Start Center

Please use the attached RSVP to let us know if you can attend. Hope to see you at the meeting!

Sincerely,

*Robert Holloway*

Robert Holloway

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**Community Transition Team Meeting RSVP**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

I can attend:  Yes  No

I cannot attend but am interested in participating in future transition team meetings.

Please return by: October 16, 2006

**Figure 3.4.** Invitation to initial meeting (sample).

## Survey of Agencies and Programs

Program/service	Your community program/service name(s)
Early intervention	
<ul style="list-style-type: none"> <li>• Point of entry into system</li> </ul>	
<ul style="list-style-type: none"> <li>• Service coordination</li> </ul>	
Public school	
<ul style="list-style-type: none"> <li>• Preschool</li> </ul>	
<ul style="list-style-type: none"> <li>• Preschool special education</li> </ul>	
<ul style="list-style-type: none"> <li>• Even Start</li> </ul>	
<ul style="list-style-type: none"> <li>• Title I</li> </ul>	
<ul style="list-style-type: none"> <li>• Kindergarten/primary program</li> </ul>	
Head Start	
Early Head Start	
Public health	
Mental health	
Social services	
Child care	
Specialized intervention programs	

### Survey of Agencies and Programs

Program/service	Your community program/service name(s)
Early intervention	Early Steps
<ul style="list-style-type: none"> <li>• Point of entry into system</li> </ul>	Southeast Regional Early Intervention District
<ul style="list-style-type: none"> <li>• Service coordination</li> </ul>	Southeast Child Development Center
Public school	Metroville Schools
<ul style="list-style-type: none"> <li>• Preschool</li> </ul>	East Metroville Early Childhood Center
<ul style="list-style-type: none"> <li>• Preschool special education</li> </ul>	Metroville Schools District Office
<ul style="list-style-type: none"> <li>• Even Start</li> </ul>	Metroville Schools District Office
<ul style="list-style-type: none"> <li>• Title I</li> </ul>	Metroville Schools District Office
<ul style="list-style-type: none"> <li>• Kindergarten/primary program</li> </ul>	East Metroville Elementary
Head Start	Southeast Community Services Center, Highland Head Start
Early Head Start	Southeast Community Services Center, Highland Head Start
Public health	Metroville Regional Medical Board, Healthy Start
Mental health	Southeast Community Services Center, Early Childhood Mental Health Services
Social services	Southeast Community Services Center
Child care	Little Lambs and 3C, Southeast Coordinated Child Care Resource and Referral
Specialized intervention programs	Southeast Services for the Visually Impaired, Statewide Deaf-Blind Program

**Figure 3.2.** Survey: Agencies and programs to include in the transition-planning process (sample).

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