

Year Long Calendar of Transition Activities – OCDEL Transition Kit

Month	January	February
Child to School Activities	<ul style="list-style-type: none"> Have children create a video, DVD, poster or scrapbook to show “A Day in the Life of Kindergarten.” Share with families at registration 	<ul style="list-style-type: none"> Introduce a book or social story about attending a new class or school
School to School Activities	<ul style="list-style-type: none"> Sending programs can encourage school districts to use ABG (PA-PACT) funds for pre-k or full day K Arrange visits to PA PKC, Keystone STARS, or Head Start facilities for superintendents and board members 	<ul style="list-style-type: none"> Host a collaborative “coffee and donuts meeting for all program and district administrators
Family to School Activities	<ul style="list-style-type: none"> Use monthly themes to communicate messages. Make materials as a template so they can be personalized to each site. Some themes might include: readiness (separation-transition), creative arts, literacy, health & safety, math, science, and emotional health 	<ul style="list-style-type: none"> Encourage attendance/participation in Kindergarten registration Have parents nominate the “Family Friendly Business” in February to be awarded during Week of the Young Child in April
Community and School Connections	<ul style="list-style-type: none"> Arrange for tours of local ECE facilities for business and civic leaders. Have ready information about the impact of ECE will make on the economy. 	<ul style="list-style-type: none"> Ask the United Way to contact businesses with whom they have relationships to support Early Childhood Education.

Month	March	April
Child to School Activities	<ul style="list-style-type: none"> Create a puppet show about Kindergarten or 1st grade. Encourage children to use the puppets to discuss their feelings about the transition 	<ul style="list-style-type: none"> Invite former students to visit the sending program
School to School Activities	<ul style="list-style-type: none"> Submit articles regarding PA Promise or ECE initiatives to district newsletter. Host transition meetings. Invite school leadership, ECE staff and school board members. Host an ECE Teacher of the Year Recognition event. Invite 	<ul style="list-style-type: none"> Week of the Young Child Encourage school leaders to be presenters at Week of the Young Child events, proclamations, etc. One Book, Every Young Child Coordinate One Book for Every Young Child events to

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	<p>business leaders, policy makers and other stakeholders in the community</p>	<p>include principals, school board members and school staff.</p> <ul style="list-style-type: none"> • Distribute a survey to school staff involved with your CEG to find out what worked for them, and what challenges appeared. Ask about the changes they witnessed throughout the year, why they became involved with the CEG and what suggestions they have for making next year a success
Family to School Activities	<ul style="list-style-type: none"> • Provide opportunities at all facility tours for parents to present their hopes and dreams for their children, and how the ECE opportunities help in preparing their children to be successful in school and in the community • Host meetings for local library personnel regarding quality ECE and partnership opportunities, and how to engage community on ECE issue • Hand out <i>Kindergarten, Here I Come</i> and <i>Kindergarten, Here I Am</i> calendars and activity kits during pre-k and Kindergarten registrations 	<ul style="list-style-type: none"> • Week of the Young Child • Recruit parents to act as spokespeople at WOYC events, to speak to groups or talk directly with VIPS. • One Book, Every Young Child • Highlight PA One Book for Every Child activities in a local community center. • Consider ways to communicate the Week of the Young Child through events such as: Open house for Birth to 3 parents; One Book - Every Child; Quality Pre-K Buttons for Parents to wear on take your child to work day. • During site visits, provide an opportunity for parents to present their hopes and dreams for their children and how the early learning opportunities help in preparing their children to be successful in school and in the community. • Work with local libraries and children’s museums to host a table in which volunteers collect signed flyers & postcards from parents during one of their busiest days. • Host a Transition Conference for parents & practitioners
Community and School Connections	<ul style="list-style-type: none"> • Ask businesses to include articles in the employee newsletters on pre-k and K registration happening now • Invite business leaders to read to children as part of Week of the Young Child and One Book celebration • Host an employer summit or lunch that includes speakers from Head Start, United Way, PA PKC, etc. who can provide testimonials as to the impact of ECE on their lives. Consider having a family member speak about their 	<ul style="list-style-type: none"> • Host public event featuring keynote to speak about economic benefits of investments in ECE. • Sponsor a “Family Friendly Business Award” for business. • Encourage business support and sponsorship for WOYC events. • Host a Child Care Awareness Day event in the community which includes an “I can go to work every day because my child is in quality childcare” button. Ask business leaders

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	personal positive experiences and the impact of Early Childhood Education	to participate or sponsor the event.

Month	May	June & July
Child to School Activities	<ul style="list-style-type: none"> • Plan a field trip to the school/classroom 	<ul style="list-style-type: none"> ▪ Assist parents by matching playmates who will be attending the same school (with parent permission) ▪ Have the child write (dictate) a letter to the receiving teacher introducing him/herself
School to School Activities	<ul style="list-style-type: none"> • Kindergarten days (getting kids used to kindergarten) Children visit Kindergarten classrooms for several hours and participate in routine activities • Pre-K Graduation • Invite school principals and school board members to attend pre-k graduations in their district • Arrange for a school bus to visit the early learning programs for children to have a practice ride. 	<ul style="list-style-type: none"> • Start thinking of next year's Community Engagement Group. What members of your community were missing? How can your group recruit new members for next year's activities? Consider inviting school board members to join the CEG and/or a special committee • If you distributed a school survey, now is a good time to review the responses and consider the goals and activities for next year's activities and recruitment.
Family to School Activities	<ul style="list-style-type: none"> • Early Childhood Action Day • Mobilize ECE providers to participate in Early Childhood Action Day events. Coordinate county participation. • Pre-K Graduations • Ask parents/grandparents of children graduating to, explain what this pre-k program has meant to their child. • Mother's Day • Host a Mother's Day Tea. Invite all moms to spend time in their child's ECE classroom to celebrate Mother's Day. • Participate in an Early Childhood fair for registration in Head Start, Kindergarten, or PA PKC. Co-ordinate with local high school to locate students interested in ECE profession to assist with the fair. 	<ul style="list-style-type: none"> • Participate with a Community Day at the Park by providing brochures & literature for PA PKC and Keystone STARS. • Celebrate Father's Day with a Father & Child BBQ event. • Host a Kindergarten Transition Training Camp where parents & children can come to school for station activities, materials & resources.

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Community and School Connections	<ul style="list-style-type: none"> • Meet with Chamber of Commerce Presidents to identify key business leaders which can be engaged in promoting Early Childhood Education. • Schedule the book mobile to visit neighborhoods during the summer months. 	<ul style="list-style-type: none"> ▪ Give outreach presentations to Rotary Clubs, Lion’s Clubs, Shiners’, Sertoma Clubs, Kiwanis and Chambers of Commerce. Ask for their support ▪ Identify a point person for Early Child care and education in your community and let the businesses know who they can contact with questions

Month	August & September	October
Child to School Activities	<ul style="list-style-type: none"> • Conduct a “Kindercamp” for children to experience a few days of Kindergarten life before the regular school year begins • Plan a Welcome Picnic for incoming Kindergarten families so they can meet the staff at the school and other families • Invite children to visit the school and plan for a bus ride • Send a note or postcard home welcoming each child to the class • Distribute notes from the sending teacher to children on the first day of school • Provide for staggered entrance to school 	<ul style="list-style-type: none"> • Invite local early learning programs to visit the school library for Preschool Story Hour
School to School Activities	<ul style="list-style-type: none"> • Sending and receiving teachers can co-teach at Kindercamp • Locate the schedule for school board meetings or other events, and then mark your calendar and plan to attend. • Sending program can provide information (with parents permission) about children with receiving program • Plan a collaborative Grandparents’ Day celebration 	<ul style="list-style-type: none"> • Invite school superintendents and board members to visit early learning programs • Conduct a parent education series for parents whose children will begin Kindergarten in the next 1-2 years. • Plan joint Professional Development workshops for the upcoming year • Plan a joint Fall Festival for families in the community
Family to School Activities	<ul style="list-style-type: none"> • Hold a parent information meeting during Kindercamp. • Plan conferences for parents to share information about their child with teachers. • Provide <i>Kindergarten, Here I Come</i> or <i>Kindergarten, Here I</i> 	<ul style="list-style-type: none"> • Encourage participation in the parent organization • Invite parents of current Kindergarten children to co-present information for the new Kindergarten parents. • Distribute a calendar of special events to be held

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	<p><i>Am</i> calendars to families</p> <ul style="list-style-type: none"> • Plan home visits to meet children and families prior to the start of the new school session • Hold an Open House or Welcome to School event. • Grandparents Day • Invite grandparents to participate with the school or classroom. Create a list of “To Do” items that can be accomplished within specific amounts of time. Include activities they can do with their grandchild at home 	<p>throughout the year</p> <ul style="list-style-type: none"> • Create or introduce a parent resource area filled with books, pamphlets, resource materials and games and activities to complete with children
Community and School Connections	<ul style="list-style-type: none"> • International Literacy Day Partner with local civic groups such as Rotary, Kiwanis, Lion’s Club, etc., who have a literacy focus to work with early learning program • Invite business leaders to visit an ECE program • Work with a business to sponsor a full page advertisement in the newspaper welcoming children to school 	<ul style="list-style-type: none"> • Schedule meetings with presidents of membership organizations, such as of Chamber of Commerce, Kiwanis, Rotary, Lion’s Club (any group that have children in their mission) to discuss outreach to their members through mailings/ newsletters, presentations. • Encourage organizations to host a resource fair.

Month	November	December
Child to School Activities	<ul style="list-style-type: none"> • Match children with a pen pal in the receiving program 	<ul style="list-style-type: none"> • Turn the dramatic play area into a Kindergarten classroom
School to School Activities	<ul style="list-style-type: none"> • Write articles about PA Promise for school district newsletters and school board reports • Share curricula between sending and receiving programs 	<ul style="list-style-type: none"> • Have children in early childhood programs make holiday cards for school superintendents and school board members • Invite school leaders, program administrators and school board members to attend collaborative holiday events

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Family to School Activities	<ul style="list-style-type: none"> • Hold a Thanksgiving luncheon for parents & legislators • PA Promise Week - Invite parents to participate in or attend PA Promise week events. • Encourage attendance at parent conferences • Provide teachers & schools with ECE information and resource information to distribute during parent-teacher conferences. 	<ul style="list-style-type: none"> • Encourage parents to participate in a book drive to "Give the Gift of Literacy". • Participate with or host holiday events for parents and families. • Produce a "Happy Holiday Tips" sheet for families. • Check the Learning is Everywhere pages on the PA Promise for Children website for additional holiday activities and tips for families
Community and School Connections	<ul style="list-style-type: none"> • PA Promise for Children Week - Ask county commissioners to issue proclamation for PA Promise week. • Invite business leaders to sponsor, participate in or attend PA Promise Week events. Encourage them to distribute information on the week to employees, customers. • Have parents, children and teachers write thank you letters to local businesses who have supported their programs 	<ul style="list-style-type: none"> • Invite business leaders to participate in/sponsor holiday events • Participate in holiday parades. Collaborate on an ECE float or recruit ECE providers and parents to participate and hand out materials to attendees, promoting the importance of quality ECE and local resources.