

## Managing Successful Transitions

- When arriving in a classroom, count all children and confirm that the number corresponds with the sign in and sign out sheets.
- Head Counts are to be conducted EVERY TIME a transition occurs that requires children leaving and re-entering the classroom during the hours of operation; the names and faces on your list must match who is in attendance.
- Before leaving or returning to a classroom, each classroom must gather children in a designated area to ensure an accurate head count. All children **MUST** be accounted for.
- Teaching staff must work together with one teacher assigned to complete a final check in each space that is being vacated (classroom, playground, bathroom, gross motor room, etc...) including under and inside climbing structures, inside climbing tunnels, along fences and any area out of view.
- The staff member that completes the physical sweep of the exiting area must sign the bottom of the sign-in sheet.
- The staff member must maintain visual supervision of all children when the group is transitioning. One staff member must be at the end of the line, with all children visible.
- When all children are not ready for a transition, teachers will make decision to wait for all children or split group, considering needs of group, and ratios. If the teachers choose to split the group, they will clarify number of children in each group.
- Reduce the number of transitions in your day and manage the amount of waiting time in each transition. Give children something to do if they must wait, such as songs, finger plays, classroom jobs, etc.
- Adjust transition for age, ability, and temperament of each individual child.
- Ongoing communication with teammates during transitions is essential; ensuring every team member has a role to play and knows that role during transition.