

Child Transition Procedure

Policy: Classroom staff will provide appropriate supervision during group as well as individual transitions.

Performance Standard Reference: 1302.47 Safety Practices

Procedure:

- Classroom staff will establish transition routines beginning the first day of school using visual cues, modeling, and practice opportunities for the children. Staff will maintain a consistent transition routine throughout the school year to ensure children are aware of transition procedures and can participate successfully.
- When transitioning groups of children, both staff members present must count the children out loud before exiting the classroom. Staff should involve children in this procedure and intentionally embed learning opportunities such as counting as a group in another language, children having the job of being an additional person counting, etc. Head counts should include name to face recognition to visually identify every child. Staff must ensure that all children remain within visual supervision throughout the entire transition.
- Before exiting the classroom for group transitions, staff must open closet and bathroom doors to ensure no children are in these spaces. Closet and bathroom doors must remain open after the check and should not be closed until returning to the classroom.
- A visual reminder to Stop, Look, and Count must be posted in a prominent location at every exit door of the classroom.
- Classroom staff will follow the *Field Trip Procedure* to ensure appropriate supervision during the transition to and from the field trip as well as while on the field trip
- When transitioning groups of children from one location to another, staff must stop periodically to recount the children out loud. Both staff members should count out loud. When arriving at the final destination staff must again count out loud.
- When transitioning individual children, staff will accompany the children to the desired location or visually supervise the child while moving from one location to the next if applicable. Staff will ensure that classroom ratios are maintained when individual transitions occur and that all children remain within visual supervision at all times. Staff will document all individual child transitions on the *Individual Child Transition Sign In-Sign Out form*.
- In the event a child is left unsupervised, staff must report the incident to the appropriate manager immediately. The appropriate manager must immediately report the incident to the Executive Director, Head Start Director, and Human Resources Manager

Referenced Procedures:

Transition Procedure

Field Trip Transition Procedure

Referenced Forms:

Individual Child Transition Sign In-Sign Out form