Transition Planning Matrix

Classroom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date created:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Transition**  | **Child expectations/routine** | **Lead Teacher** | **EA** |
| Into classroom  | * Move name from home to school
* Put folder in cubby
* Answer question of the day with parent
* Sign in at table
* Wash hands
* Eat breakfast or choose a center
 | * Greet Families
* Assist children with sign in and answering question of the day
* Assist children with choosing centers if needed
 | * Greet Families
* Support with breakfast
* Assist children with choosing centers if needed
 |
| Breakfast to choice time | * Throw away trash
* Wash hands
* Choose a center
 | * Engage and assist children in centers
 | * Assist children with breakfast clean up
 |
| Between centers | * Choose a bracelet at each center
* Clean up materials before putting up bracelet and choosing another center
 | * Assist child with choosing a center; use visual if needed
 | * Assist child with choosing a center; use visual if needed
 |
| Centers to Morning Meeting | * Clean up
* Help others near them
* Come to carpet
 | * Give 10 minute clean up warning
* Turn on clean up song
* On carpet starting MM or transition activity
 | * Give 5 minute clean up warning
* Assist children with clean up
* Sitting with children during morning meeting
 |
| Morning Meeting to Centers and Small Group | * Go to small group or choose center
 | * Introduce small groups
* Change choice board (when made)
 | * Set up small group materials
* Assist children with choosing centers or going to small group
 |
| Centers and Small Group to Read Aloud  | * Clean up centers
* Come to carpet- “show me 5”
 | * Read story
 | * Sit with children during story
 |
| Read Aloud to Gross Motor  | * Listen to directions to line up
* Line up beginning at the arch in classroom
* Participate in transition activity
 | * Call students to line up at the arch
* Begin transition activity with second group to gross motor
 | * Begin transition activity
* Take first group (half of class) to gross motor
 |
| Outside to Group Round Up | * Walk in line to classroom
* Wash hands when entering class room
* Go to carpet or designated area to begin transition activity
 | * Bring in first group to classroom
* Begin transition activity
 | * Bring in second group to classroom
* Short transition activity until children go to carpet with Ms. Lindsey
 |
| Group Round Up to Lunch | * Go wash hands when called on
* Choose a seat for lunch
 | * Continue with group ground up lesson
 | * Call students to wash hands
* Assist with lunch
 |
| Lunch to Read Aloud | * Follow clean up steps- milk container in the bucket, dump tray, stack tray
* Wash hands
* Choose a book in library or block center
* Put book away when prompted by teacher
* Listen to read aloud
 | * Read the read aloud
* Call students to retrieve blankets for nap
* Assist with any cots/clean up remaining
 | * Assist with clean up from lunch
* Assist with cots
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| Title of Resource | Transition Planning Matrix |
| Content Area  | Teacher Collaboration |
| Brief Description/How to use it (2-3 sentences) | The Matrix should be co-created by the lead teacher and educational assistants to outline the roles and responsibilities of each staff member during classroom transitions. The Matrix is a living document that should be updated as needed.  |
| Standards aligned (TN-ELDS) |  |