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) |  |