

**Transition to School Planner  
For Halton Service Providers  
Updated: October 2018**

TRANSITION PLANNING		PRE-ENROLMENT TIME LINE											IN SCHOOL TIME LINE				
Initial and Date When Completed	CHILD: SCHOOL:  Halton Service Providers (HSP): Health Department, Healthy Babies, Healthy Children (HBHC) and Early Years Programs HMC Connections Early learning and child care	September	October	November	December	January	February	March	April	May	June	July	August	September (School start)	October	November	December
	HSP begins conversations with families about: <ul style="list-style-type: none"> <li>the Kindergarten program</li> <li>when/how the transition to school happens</li> </ul>																
	HSP provides family with information related to Calling All Three Year Olds, a project of Halton District School Board, but open to all families with a three year old. Calling All 3 Years Olds is an opportunity in all four of Halton's municipalities for families to see the set-up of a kindergarten classroom and to dialogue with community services. These occur in the fall of the year before Kindergarten.																
	HSP provides family with information about services available to them when their child is in school including community programs and services as appropriate. If at any time, parents/caregivers have concerns, they can call 311 for further support.																
	HSP may attend a service coordination/family plan meeting with the family and the family's team (e.g. HMC Connections, HBHC, HCAS, etc.) to establish priority goals identified by the family.																
	HSP can review, with parents and child care providers: <ul style="list-style-type: none"> <li>skills/abilities that are helpful to a child in Kindergarten</li> <li>opportunities for the child to learn appropriate developmental and functional skills for Kindergarten</li> <li>the Ready Set Go materials.</li> </ul>																

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	Family registers their child at their home school completing the forms provided at the school. Parent/guardian may be asked to complete additional information specific to their child's unique challenges. HSP provides support as needed to facilitate this process.																
	Ready, Set, GO! Workshops are available in all four municipalities in Halton and take place in the evening. These workshops are for adults to support them in preparing their child and family for the transition to school.																
	Provide families with specific information about their participation in any upcoming school case conference, if relevant.																
	HSP completes a summary of services provided and reviews with the family. The family is encouraged to share this with the school.																
	A school case conference may be held at the school with the family, HSP, school and school board staff and any other persons the family has requested. The family and their service providers provide the school personnel with as much information as possible to support a successful transition to school. Written consent from the family is required for attendance at the case conference.																
	Special Education Resource Teacher (SERT) may call HSP to follow-up on transitional support to the classroom teacher once the child has entered school. The HSP is available to provide consultation by telephone, email and/or a school visit(s) as per request by the school.																
	Families may choose to continue with the HSP in the initial months of Kindergarten to support the transition to school as requested by the family.																