

FACE Program Goals Action Plan for: Transitions

FACE School: Sample

Date:

Team Members:

Continuous improvement must be ongoing and documented.

Goals	Timeline /Strategies	Individuals Responsible /Involved	Activities & Evidence (How will you check your progress?)	Evaluation (How did you do?)	
				Achieved (date)	Started (date)
<p>Overall Site Plan: Develop an Overall Transition Plan that reflects the values of the FACE program, guides the year’s transition activities, and helps families understand the importance of transition planning and the support they will receive from the FACE team.</p>	<p>Begin in August and complete by September; review and revise each year</p> <p>Staff from each component contribute to the plan: home-based, preschool, adult education, and administrator. The plan is one document that reflects the whole program. Everyone reviews the overall plan and provides feedback.</p>	<p>FACE team</p>	<p>Use Effective Transitions in FACE document to guide the development of the plan</p> <p>Include the school’s approach to transitions and activities for:</p> <ul style="list-style-type: none"> • Home-based children to Foundational II, center-base, other early childhood programs, and kindergarten; • center-based children into other early childhood programs and kindergarten; • adults to employment, other education /training programs, or other life transitions <p>Include the knowledge, skills, and responsibilities parents need to have in assisting children in transitions; and the ways parents will learn these skills</p> <p>Meet with school staff and partners; include their input on the plan</p> <p>Include the Transition Plan in the FACE Parent Handbook</p>		

(Transitions) Goals	Timeline /Strategies	Individuals Responsible /Involved	Activities & Evidence (How will you check your progress?)	Evaluation (How did you do?)	
				Achieved (date)	Started (date)
<p>Individual Family Transition Plans: Customize transition information and activities to fit the needs and preferences of each family; develop an Individual Family Transition Plan for each family</p>	<p>File is started for each family upon enrollment; include Individual Family Transition Plan for FACE, Transitioning Steps and Follow-up, and FACE Transition: Parent Information Sharing</p> <p>Start transitions forms in first month of enrollment; update as needed</p>	<p>Transition facilitator(s) for each family</p>	<p>Review the Overall Transition Plan with parents in Parent Time and FACE Family Circle sessions and individually as needed</p> <p>Identify the transition facilitator for each family</p> <p>Discuss transitions with each family upon enrollment</p> <p>During weekly team planning meetings, inform FACE team of relevant details and progress in completion of and updates to Individual Family Transition Plans</p>		
<p>Transition Implementation: Facilitate positive transitions by providing information, learning opportunities, and support for children and adults as they transition into and out of FACE</p>	<p>Individual family transitions are ongoing</p> <p>Transition activities happen throughout the year</p> <p>Transitions is a weekly item on team planning agenda</p>	<p>FACE team</p>	<p>Schedule Parent Time and FACE Family Circle sessions about transitions</p> <p>Create a transitions calendar of activities; include who is responsible for facilitating activities</p> <p>Coordinate transitions activities as a team and with partners</p> <p>Reflect on effectiveness of transitions activities</p> <p>Document transitions conversations and decisions on weekly team planning meeting minutes</p>		