

COUNTYWIDE PROTOCOL FOR CREATING A SUCCESSFUL TRANSITION INTO KINDERGARTEN FOR CHILDREN AND THEIR FAMILIES

Reason for Protocol

Research shows successful early experiences in Kindergarten will set the stage for future achievement in school. The National Educational Goals Panel (NEGP) defines school readiness as: (1) Ready Children, (2) Ready Schools, and (3) Ready Communities. In order to meet the NEGP Standards in El Dorado County, a countywide protocol has been developed by parents, early care and education teachers, administrators and kindergarten teachers. These protocols are designed to assist our community to ensure children in our County are ready for school.

Protocol Tools

Two forms have been developed to assess school readiness in the County: Pre-K Observation Form and Transition to Kindergarten Form.

Pre-K Observation Form:

This form is included in the Kindergarten registration packets for each elementary school in the County. The purpose is to assess a child's readiness for school. The parent completes the form and submits it along with other registration materials. Each elementary school collects the forms and returns them to the County Office of Education in a "Blue Folder". The data is then tabulated, analyzed, and reported back to the community.

Transition to Kindergarten Form:

This form is offered to each early care and education (ECE) teacher in the County to assist the child in transitioning from their early care and education program to the elementary school. This form is used as a communication tool between the parents, ECE teacher, and the Kindergarten teacher. The form describes the child's strengths, areas of skill development and recommends activities to the child's learning and development. The ECE teacher meets with the parent in the spring prior to the child's kindergarten year. Together, they complete the form and obtain the parent's permission to send it, along with other agreed upon information regarding the child's education, to the County Office of Education in a "Blue Folder". Information is sorted and distributed to the elementary school where the child will attend. Each elementary school directs the forms to the child's Kindergarten teacher.



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Annual Protocol Process:

Month	Activity
December	Annual Protocol process and forms are shared with District Superintendents through the County Superintendent of Schools.
January	Annual Protocol process and Pre-K Observation Forms are shared with Elementary Schools through their District Superintendents to be included in the Kindergarten registration packets.
February	Kindergarten teachers and early care and education teachers networking.
March - April	School readiness fairs are held throughout the county providing parents the opportunity to meet and ask questions of Kindergarten teachers from their child's school. Early care and education and kindergarten teachers have the opportunity to discuss the transition process for families within their district. Transition activities occur at elementary schools.
May	<p>Early care and education teachers hold parent conferences to complete the Transition to Kindergarten Form. Transition to Kindergarten Forms are due May 15, 2008 to Carrie Pearson, El Dorado County Office of Education, 6767 Green Valley Road, Placerville, CA 95667. Forms will then be distributed to appropriate elementary schools.</p> <p>Parents submit Kindergarten registration materials to elementary schools. Pre-K Observation Forms are collected back through Kindergarten registration packets at each elementary school and shared with the appropriate Kindergarten teacher.</p>
June - July	Engage children in school readiness activities.
August - September	School Starts
October	Pre-K Observation Forms due October 15, 2008 to Carrie Pearson, El Dorado County Office of Education, 6767 Green Valley Road, Placerville, CA 95667. Kindergarten teachers and early care and education teachers networking sessions.
November	Report results from Child Observation Forms.