



# Coordination and Transition Plan

## Ipswich Public School District 22-6

### **Goal**

The goal of the Ipswich Public School District 22-6 Coordination and Transition Plan is to provide effective communication and cooperation between early childhood education programs and our schools to build a more continuous educational experience for young children and their families.

### **Mission Statement**

The mission of the Ipswich Public School District 22-6 is to provide the opportunity for all students to reach their maximum potential in a safe and positive environment.

### **Vision**

The Ipswich Public School District 22-6 believes in the development of all children to become responsible, life-long learners in an ever-changing world.

### **Beliefs**

The goal of the Ipswich Public School District is to develop a quality education program for every student through a collaborative effort of staff, students, administrators and community. A cornerstone of the effort will provide a career based on responsibility and citizenship. The Ipswich School and community provisions include: financial support, work-related activities, career enrichment, and people resources that encourage role model leadership skills for the students.

It is the responsibility of the school to safeguard everyone's dignity by insisting on high moral character, a safe learning environment, and consistent, fair policies in dealing with students and staff in all school programs.

Individual differences will be identified in terms of capabilities, needs, interests, and rates of maturation. These differences are subject to change from infancy through post-adolescence. The curriculum will reflect current trends, technology, and career placement as students move through the educational program. The school staff will place high importance on communication among students, teachers, administrators, parents, and other members of the community.

Effort will be made to develop in students a desire for continuous learning and self-improvement throughout their lifetime by helping them recognize both their limitations and potential, and by helping them recognize their obligation to American citizenship with the responsibilities that accompany living in a multi-cultural society.

## **Program Development**

This plan is designed to help the preschool children in our community transition from preschool, home, or day care settings into the structure of the organized school setting. The coordination/transition plan is developed with input from Head Start and other preschool/childcare programs, as well as parents, community members, and staff. The role of the Ipswich Public School District 22-6 in the planning and support of the plan will be documented. Documentation of planning and implementation activities will be kept on file. The plan will be evaluated annually and revised as needed.

### **Coordination Transition Team**

Beverly Myer, Superintendent  
Matt Pollock, Elementary Principal  
Janice Perrion, Title Co-Coordinator, Title teacher  
Kaye Wickard, Title Co-Coordinator, Title teacher  
Beckie Mower, Ipswich preschool/Junior kindergarten teacher  
Nichol Osborne, Pembroke preschool/Title I teacher  
Joyce Mehaffey, Speech Language Pathologist  
Anita Doschadis, Ipswich kindergarten teacher  
Diane Geditz, Holy Cross preschool and kindergarten teacher  
Carol Lacher, Rosette K-3 teacher  
Joy Kehrwald, Deerfield K-3 teacher  
Courtney Davis, Pembroke K-3 teacher  
Suzanne Semmler, Head Start/Family Services  
Pam Holdt, Head Start teacher  
Kristie Siehs, Head Start Education Coordinator  
Cheryl Malsom, parent  
Tara Bobby, parent  
Deb Braun, community member

Meetings for the Coordination Transition Team will be held in the fall after the parent teacher conferences and in the spring before the Dial 3 screening. The meetings will be held in the Ipswich preschool classroom.

Lists of area daycares and preschools are compiled and updated regularly, so communication can be made with area early childhood organizations.

1. Tiny Tigers Daycare (426-6151)
2. Jessica Sylte's Daycare (426-6739)
3. Tracy's Tigers Daycare (Tracy Loken) (426-6717)
4. Toay Box (Amber Toay) (426-6200)
5. Brenda Geditz Daycare (426-6815)
6. Wendy Iverson Daycare (cell phone: 605-520-4328)
7. Holly Greger Daycare (426-6828)
8. Betty Davis (426-6006)

9. My Time Play Group (Deidre Kadlec) (426-6515)
10. Holy Cross Preschool (426-6222)
11. Ipswich Public Preschool (426-6832)
12. Deerfield Preschool (439-3134)
13. Pembroke Preschool (426-6292)
14. Rosette Preschool (426-6594)
15. Head Start (229-4506)
16. Birth to Three Connections

### **Coordination and Communication**

Channels of communication continue to be established between Ipswich Public School District 22-6, the Head Start agency, and other early childhood development programs to facilitate the coordination of programs. Meetings will be conducted involving parents, preschool, junior kindergarten, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood development programs, to discuss the developmental and other needs of individual children, including children with disabilities.

Communication from the school district will be determined appropriately and may include the following:

- Provide parents with information on programs and/or services including enrollment requirements, screenings, and registration.
- Communicate with agency staff to facilitate continuity of programming and/or services. Newsletters will be given to the Head Start Agency and Head Start will reciprocate.
- Involve parents/guardians in transition planning to advocate for children and communicate with personnel in the next service setting.
- Coordinate with other agencies to transfer relevant records to the next service.
- Release demographic information/screening evaluation to the next service setting with parental permission as required.
- Hold open houses for families and children.
- Agreements with Head Start in the fall of 2009
- Coordinate with the county health providers

Coordination must be emphasized in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program, including services for children with disabilities. The Coordination/Transition Plan will be reviewed and revised as necessary to meet all requirements.

### **Transition Process**

The transition plan will provide assistance for the transition of preschool age children into kindergarten. This includes the local child education and care agencies.

A letter is sent to any potential incoming kindergarten families to explain transitioning activities available for their children. The first visits (usually 2) with the kindergarten teacher take place in the preschool and junior kindergarten room with the kindergarten teacher visiting those children in their familiar surroundings for about an hour each time. The next transitioning activities take place in the kindergarten room with the kindergarten teacher. Usually three or four visit times are planned in the spring with each session lasting approximately 40-50 minutes. Activities may include: story time with activities, math activities, art projects, music time, physical education. Parents may stay with their children during this activity time. These activities are planned before the kindergarten readiness screening to help the students be more comfortable with the screening process. December 10, 2009

At the colony attendance centers, the preschool children visit the kindergarten teacher frequently during preschool due to the proximity. The colony students generally are very comfortable and transition well to the kindergarten classroom. Preschool children are included in several activities during the year, which may include: concerts, story time, art projects, reading promotions.

Preschool students are given the Kindergarten Readiness Test (KRT). Results are then discussed with parents and factors including age, ability to listen, undertake a more rigorous academic program, and stay a whole day at kindergarten are taken into account. Our school district has a junior kindergarten, so that possibility is available to parents for their children.

The transition of children with disabilities is coordinated with the special education director.

Information and student records will be shared in accordance with release procedures and information is given to the appropriate schools and teachers.

### **Professional Development**

School staff, Head Start program staff and other early childhood development program staff will be notified of available professional development opportunities. Topics of interest would be developmentally appropriate practices, early learning guidelines, or behavior interventions. Developmentally appropriate practices mean that children learn best through active exploration of their environment and through interactions with adults, other children, and concrete materials that build on earlier experiences.

### **Parent Involvement and Education**

The District Parent Involvement Policy is sent to all families in a mailing at the beginning of the school year. Parents are included on the Coordination Transition

Committee to ensure their representation on the development of the plan. Parents are on the Consolidated Application Planning and Review Committee, included in parent meetings in each school, and given surveys for feedback. The results of the Kindergarten Readiness Test (KRT) are given to parents. Parent involvement activities are being planned and may include: reading promotions, encouragement of parental participation in Parent Teacher Partnership (PTP), special literacy events, promotion of the state parenting conference, brochures with information for parents to help with their child's education, state standards materials for parents from Parent Resource Network, conferences times with teachers to discuss information about their child.

### **Annual Evaluation**

The coordination and procedures for a smooth transition into kindergarten are assessed with ongoing evaluations and suggestions for areas of concern or improvement. Meetings for the Coordination Transition Review Team will be held in the fall after the parent teacher conferences and in the spring before the Dial 3 screening. The meetings will be held in the Ipswich preschool classroom. A survey will be given to all parents with children in the transition stage, agencies, and teachers to aid in the evaluation.

### **Coordination Transition Review Team**

Beverly Myer, Superintendent  
Matt Pollock, Elementary Principal  
Janice Perrion, Title Co-Coordinator  
Kaye Wickard, Title Co-Coordinator  
Beckie Mower, Ipswich preschool/Junior kindergarten teacher  
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